

3. **Mathematical formatting** In general, was it easy to tell the mathematics apart from the surrounding text? Were equations set apart on their own lines as appropriate? (This can also be overdone!) Were there page-long paragraphs with huge blocks of text and mathematics?

4. **Organization** Does the draft cover the topics in a logical and easy to follow manner? Tell the author if you think it would be helpful to rearrange any of the components. (e.g. “Move Example 2 to the previous page, right after the definition of continuity.”) Are the examples and explanations relevant and helpful?

5. **Finally...** Add any other relevant comments for the author. Examples might include “Use a spell checker,” “I really liked the example where you...” or “The font size is too small to read.”