

Writing Conferences: A Guide

STEP ONE Prepare yourself for your conference. Make sure you have a draft that both you and your partner can read. Think about what you want to get out of the conference (what is your goal?).

Write your goal here: _____

STEP TWO Decide who will share his/her paper first. This person is now the author. The person who is giving feedback is now the critic. Write your names below:

First Author: _____

First Critic: _____

STEP THREE The critic needs to choose (and circle) 5 of the questions below to help have a conversation about the paper before reading it. Ask the writer the questions and jot down any notes to help you read the paper better.

Questions for the Critic to Ask the Author

1. How did you start your piece? Tell me what all you did once you got started.
2. What was it like to write this? Did you have any problems while writing?
3. How does your piece make you feel?
4. Who is your audience?
5. How do you want your audience to feel or what do you want them to think?
6. What is your best skill as a writer?
7. What in your writing (in general) do you feel is weak or that need to work on?
8. What do you feel is the best thing about this piece?
9. How can I help you? Are there particular parts (in this piece) that you want me to pay close attention to or that are giving you trouble?
10. What will you do next? (ask this one after reading)

Notes: _____

STEP FOUR Read the first paper.

STEP FIVE The author needs to choose (and circle) 5 of the questions below to help have a conversation about the paper after reading it. Ask the critic the questions and jot down any notes to help you when revising the paper.

Questions for the Author to Ask the Critic

1. What do you think my paper is about?
2. What would you like to know more about?
3. What was confusing to you?
4. How did my piece make you feel?
5. Can you find a theme to my paper? What is it?
6. Can you picture everything? Where did you lose the picture?
7. Does my dialogue sound real?
8. How would you describe my tone?
9. What kind of writer am I? Do you like my style?
10. What trait would you say is my strongest one in this piece? Which one is my weakest?

Notes: _____

STEP SIX The critic needs to provide the author with specific, helpful feedback about the paper (at least 5 comments). Use the following feedback fill-ins (if desired) to start.

Feedback Fill-ins

I liked _____ (specific techniques, events, or details you liked)
I wondered _____ (questions left after reading it)
You should consider _____ (suggestions for improvement)

STEP SEVEN The author should thank the critic for the feedback and make any necessary notes to help with revision. The author can use the space below or write on his/her draft (or both!).

Notes: _____

STEP EIGHT Switch roles and write the appropriate names below:

Second Author: _____
Second Critic: _____

STEP NINE Repeat steps 3-7 with the second paper.

STEP TEN Thank your partner and—finally—go back to your paper to revise!