

Giving Feedback

Why critique?

- As an author: Best way to learn how your writing is received by another person, so that you can have your writing be well received on the job.
- As a reader: Important to learn how to critique other's writing, because you will need to do this on the job and still work with the persons.
- Good social practice for a time when you need to collaborate on one piece of writing.

As the reader...

- Comment on the paper/writing, not the author.
- Comment on the problems, not how to fix them. There are loads of ways to fix and not enough time to cover them, plus your job is not editor.
- Keep comments on elements from the rubric plus three columns (+, -, ?).
- Don't correct on their paper. It's distracting to the next reader who will only see those marks, not the writing.



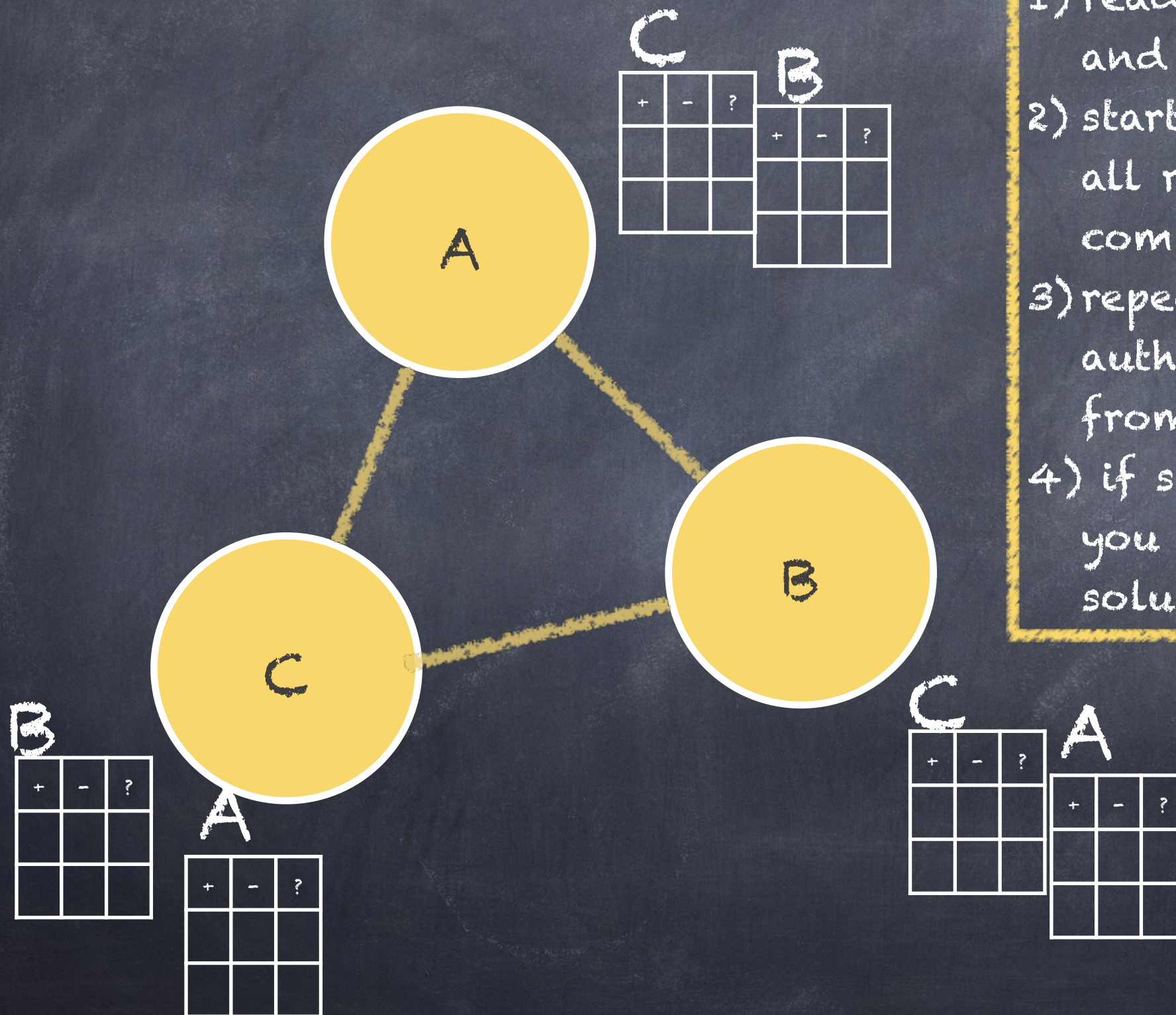
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As the author...

- As you get comments, write down everything you hear (what works, what doesn't work, what questions they had), because otherwise you won't remember it all later as you make changes.
- Stay quiet and do not defend your writing. Your work needs to stand alone. You need to know what other folks thought because you can't run around with your writing, watching as folks read, answering any questions they might have. After everyone has received their comments, if there is time, feel free to discuss questions or suggestions on how to fix. Yes, this will be hard to do!
- Feel free to ask your group for another review of your revised work before you turn in your final papers.

The in-class process

- 1) read each other's work and keep comments
- 2) start with one author, all readers give comments
- 3) repeat (2) till all authors got comments from all readers
- 4) if still time, use as you wish offering solutions to problems



Later ... On the job

- If where you work doesn't have a critique process, you can modify this process as follows...
- Have everyone read the work before arriving at a meeting.
- Go page by page asking everyone for substantive comments on that page. That way if there are debates about content, it can be resolved right away where everyone that has issues are available.
- Collect comments about typos, grammar, punctuation at meeting's end. These errors don't need airing in the meeting.