

- P** Praise
- A** Ask a question
- T** Tell what stuck in your mind
- S** Suggest an improvement

Your job as an AUTHOR is to:

- Tell your listeners the questions or issues you want them to address.
- Let your listeners know whether criticism is acceptable or if you want them to focus strictly on the questions you ask.
- Read your piece aloud to your listeners.
- Allow enough time for thoughtful responses.
- Listen to what your responders say without defending your writing OR apologizing for it.

Your job as a LISTENER is to:

- Be an active listener (make eye contact, nod your head, sit up).
- Be respectful and considerate of the writer's feelings.
- Be sure to tell what you liked about the writing.
- Don't give advice or criticism before finding out whether the writer wants that kind of feedback.
- Always use "I" statements. Say, "I found this confusing," rather than, "This statement is confusing."
- Tie your comments to specific passages or ideas. Say, "I liked your opening statement about the traffic jam. It got me interested." Don't say, "I like your writing."
- Keep in mind how you feel and want to be treated when others respond to your work.