

## Conferencing Form

Developed by Dewey Hensley, a member of the advisory board for *Write in the Middle* and the teacher and presenter of *A Year in a High School Writing Classroom*, a professional development series produced by Kentucky Educational Television.

**Instructions:** The responder should read the piece and ask the reader all or some of these questions. The questions asked should be highlighted and the teacher or responder should write the ideas of what the student should work on in the box on the right. This form can be used by teachers or students.

<p>Purpose and Audience</p>	<ul style="list-style-type: none"> <li>➤ Who are you writing this for?</li> <li>➤ Do you give them all they need to truly understand the piece?</li> <li>➤ What strategies do you use to get their attention?</li> <li>➤ What do you hope to accomplish with this piece of writing?</li> <li>➤ Is this in your own words?</li> <li>➤ Will the reader get all your points or understand what everything means?</li> <li>➤ Do your words and tone help the reader by matching what you hope to accomplish? Does your voice match the tone of the piece?</li> <li>➤ Other questions:</li> </ul>	<p>What you can do to improve:</p>
<p>Idea Development and Support</p>	<ul style="list-style-type: none"> <li>➤ What are the main ideas you hope to get across?</li> <li>➤ Are there enough reasons or descriptions in your writing so the reader can “see” what you mean?</li> <li>➤ Are there places the reader might need to know more?</li> <li>➤ What is the weakest or most confusing paragraph? Does it need more development?</li> <li>➤ What additional information or description is needed?</li> <li>➤ What unanswered questions might slow down the reader?</li> <li>➤ Is the piece long enough, too short, or too long?</li> <li>➤ Other questions:</li> </ul>	<p>What you can do to improve:</p>
<p>Organization</p>	<ul style="list-style-type: none"> <li>➤ Can you follow the ideas step by step?</li> <li>➤ Are there different ways to organize this piece?</li> <li>➤ Does each idea support the point you are trying to make or the story you are trying to tell?</li> <li>➤ Other questions:</li> </ul>	<p>What you can do to improve:</p>

Sentences	<ul style="list-style-type: none"> <li>➤ Do too many of the sentences start the same way?</li> <li>➤ Do too many of the sentences sound the same length when you read the paper aloud?</li> <li>➤ Are any of the sentences so short and choppy you should combine them with other sentences?</li> <li>➤ Are there incomplete sentences?</li> <li>➤ Are there any sentences that run on and on?</li> <li>➤ Other questions:</li> </ul>	What you can do to improve:
Language	<ul style="list-style-type: none"> <li>➤ Are there words that you repeat too often?</li> <li>➤ Are there words that do not seem to fit?</li> <li>➤ Are there words that are not appropriate?</li> <li>➤ Do you use active verbs that describe what is going on?</li> <li>➤ Do your verbs agree with their subjects?</li> <li>➤ Other questions:</li> </ul>	What you can do to improve:
Correctness	<ul style="list-style-type: none"> <li>➤ Do you meet all the rules of capitalization?</li> <li>➤ Do you need to check the spelling of words in the dictionary?</li> <li>➤ Are there any ways punctuation should be changed or added?</li> <li>➤ Other questions:</li> </ul>	What you can do to improve:

**Overall Comments or Suggestions:**

**Revision Plan: Your Next Three Steps with This Paper**