

## Conferencing Forms

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

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