

## GREATER PHOENIX AREA WRITING PROJECT

### PROCEDURE FOR WORKING IN WRITING GROUPS



#### ***INDESPENSIBLE PREREQUISITES***

- ◆ You must be there, on time, with soft eyes, a caring heart, and a beginner's mind
- ◆ You must bring with you a clean, readable copy of the piece you are working on for each person in the group. (For working drafts, it is often helpful to number the lines).

#### ***GROUP PROCEDURES***

- ◆ You will take up each person's work, one at a time. The person whose work is being considered at the time is the moderator of the group during that period of time.
- ◆ Consider the amount of time you have to work and allot an equal / fair amount of time to each person's writing.
- ◆ Be sure each group member has a copy of your work
- ◆ Read your piece aloud slowly and carefully as each member follows visually on their copy. (group members will want to make notes on their copies)
- ◆ Wait a minute or two—then, when everyone is ready, read your piece aloud a second time (group members can continue making notes)
- ◆ Then...go around the group, one-by-one, and share your responses to the piece in this manner:
  - first: tell what "works" for you. Tell the writer the specific **STRENGTHS** of the piece.
  - second: **ASK QUESTIONS** about anything that confuses or puzzles you. Ask the writer to verbally clarify things that are unclear. These clarifications may eventually find their way into the piece.
  - third: **MAKE SUGGESTIONS** of things that the writer might do to enhance the piece. Gentle suggestions are helpful. Avoid "You should change..."
  - fourth: when it is appropriate, help the writer **EDIT** the piece (examine spelling, grammar, punctuation, usage, etc.)
  - finally: the writer may open up the floor for further comments and discussion in general and may ask the group for feedback on any issues that may have not been discussed previously.
  - then: move on to the next person's writing and repeat the procedure.

PRAISE

QUESTION

POLISH