

## WRITER'S CARD

Writer's Name \_\_\_\_\_

Time Allotted: \_\_\_\_\_ minutes

**STEP ONE** – Explain what you would like help with.

**STEP TWO** – Read your text aloud without apology.

*This is a first draft.*

**STEP THREE** – Sit quietly for 60 seconds as the reviewers consider your requests and comb back through the text for evidence of their initial responses.

**STEP FOUR** – Listen intently as reviewers respond to your requests. Record reviewers' responses below.

**Reviewers' Suggestion(s)\***

1.

2.

**STEP FIVE** – Listen as reviewers give free responses. Record reviewers' responses below.

**Reviewers' Suggestion(s)\***

1.

2.

**STEP SIX** – Summarize what the reviewers have suggested, ensuring that you have captured all of their concerns. Seek clarification should you need it.

**STEP SEVEN** – Select one suggestion you would like to implement immediately. Work with reviewers to improve that particular section of text.

\*Remember to refer to the reviewer's copy of the text. He/she will have written a 1 near any part of the text that will help explain the first suggestion and a 2 near any part of the text that will help explain the second.

**REVIEWER'S CARD**

Writer's Name \_\_\_\_\_ Reviewer's Name \_\_\_\_\_

Time Allotted: \_\_\_\_\_ minutes

**STEP ONE** – Listen intently as the writer explains what he/she would like help with.

**Writer's Request(s)**

1.

2.

**STEP TWO** – Listen with understanding as the writer reads without apology. *This is a first draft.*

**STEP THREE** – Do not speak for 60 seconds. Think carefully about the writer's requests and comb back through the text for evidence of your initial responses. Record them here.

**Reviewer's Suggestion(s)\***

1.

2.

**STEP FOUR** – Respond to the writer's requests, supporting your suggestions with evidence from the text.

**STEP FIVE** – Give two free responses. Note something you liked about the text and something you think could benefit from revision.

**STEP SIX** – Listen as the writer summarizes what you have said. Be sure he/she has captured all of your concerns. Offer clarification where necessary.

**STEP SEVEN** – Work together to improve one part of the text immediately. The writer will select one suggestion he/she would like to implement. Support his/her revision process by offering possibilities for how he/she might go about it.

\*Reviewers, please remember to label the writer's text. Write a 1 near any part of the text that helps explain your first suggestion. And a 2 near any part of the text that helps explain your second suggestion.