

WORKSHEET: CONFERENCE PREPARATION

Overview

We will be meeting 1-on-1 to discuss your writing. In order to make efficient and productive use of our time together you will want to prepare by reading this document, printing it, and filling out the worksheet on the back.

Things to Bring

- ✓ Back of this worksheet, filled out!
- ✓ Polished draft of Narrative Essay

Things to Think About Beforehand

1. Re-Read the Assignment - especially the "Rhetorical Situation" section
2. Evaluation - Read and reflect on the evaluation details below and consider how your writing reflects the qualities described there.
3. Personal Goals - Think about your writing goals and how you feel your essay relates to them, both those specific to this assignment as well as the broader goals you want to pursue in the art of writing.

What We Will Do

1. First, we will go over the worksheet material on back of this page together.
2. Next, we will discuss your essay, its strengths and weaknesses, and draw lessons from the experience.
3. Finally, we'll discuss your personal writing challenges and goals going forward.

Evaluation

The polished drafts will be read with the following aspects of your writing in mind for evaluation:

1. Audience - demonstration of rhetorical awareness. Writing employs style, tone, and language/word choice appropriate to the "rhetorical situation" outlined in the assignment document.
2. Narrative - effective narration, description and interpretation of experience. Writing provides an engaging account of personal experience that includes narrative description and insightful commentary (reflection, speculation, criticism, etc.) .
3. Organization - clear and purposeful organization. Writing has clear development (of ideas, feelings, experiences, etc.) and flows well. The organization serves the purposes of the narrative (aspect #2 above).
4. Polish - demonstration of proofreading and revision. Writing is free from distracting errors in formatting, grammar, spelling, typos, and relevant conventions.

Checklist:

- Use correct formatting (use the "Standard Manuscript Format")
- Proofread aloud
- Include creative/expressive title (not "Narrative Essay Draft")
- Print and staple your manuscript

Jot down some notes to organize your thoughts for our meeting:

1. What is the key idea, feeling, or experience that you feel grounded or oriented your writing process? If this changed in the drafting process, how so?

2. How do you feel about the essay as a whole? What is your favorite passage?

3. If you had more time, what would you like to develop or work on more in this essay?

4. What concerns or goals do you have for your writing going forward?