

# Conference Record

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

Responder \_\_\_\_\_ Topic/ Genre \_\_\_\_\_

**Writer**, before you ask for a conference, your job is to consider what you want help with: ideas, language, images, organization, coherence, a part of the piece, a sense of the whole? Tell the responder what you want response to:

**Responder**, when you agree to confer with a writer, your job is to help the writer think and make decisions about the writing:

- Ask what he or she needs help with.
- Listen as the writer reads, try to understand the writing, then tell what you heard.
- If there are parts that confuse you, you don't understand, or you'd like to know more about, ask the writer about them. It will help you- and the writer- if you jot down the questions during and after the reading in the space below.
- Ask the writer what he or she plans to do next.
- Give this record of the conference to the writer.

**Writer**, jot down your plans before you forget them.