Instructions: Written Feedback Requests

To provide students more flexibility and access to writing support, the CSSW Writing Center is offering written feedback as an alternative to our regular writing consultations. All sign-up policies apply to written feedback requests (see our FAQ page).

What is written feedback?

Submit a document for review by the Writing Center to receive comments on your work. To do so, select a time with a writing consultant in our online scheduler, provide supporting information for your request, and link or attach your document in the appointment form.

Your writing consultant will review your work and respond during the appointment time you reserved. You may request follow-up feedback on a document by reserving another appointment with the Writing Center.

We will focus on **one or two major areas** of your document for review, and may comment on some but not all of your draft. In written feedback, the Writing Center will adapt approaches we use in our regular meetings to offer reader perspective, guiding questions, critical insights, and writing strategies and resources for improving your work. Consider us your readers, and use our feedback to make writing decisions that best articulate your project goals.

How do I request written feedback? (BEST PRACTICES)

Please prioritize the most important feedback you'd like to receive, and offer context about your assignment, audience, progress, and/or goals. A focused and specific request may allow your writing consultant to be more effective in their response.

First, take a moment to reflect on your work so far and your writing more broadly. This is a valuable strategy for improving your writing process and your self-awareness as a writer.

- ➢ What are the assignment requirements, and do you understand them fully?
- ➢ Did your professor provide any further guidance in class?
- ➢ Which parts of the assignment have you completed, and which are you still working on?
- ➢ Who is your audience, and how does this affect your writing choices and goals?
- ➢ Are you happy with what you've written? Why or why not?
- ➢ Have you already received feedback on this writing project?
- ➢ What feedback have you received on your writing in the past?
- ➢ What are your priorities for feedback on your project? Do you have secondary concerns?
- ➢ What sort of writer are you, and what kind of feedback or support do you most value?

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Next, choose one or two specific aspects of your writing for feedback, and consider limiting your request to one or more particular passages or sections, especially for longer projects.

Note that broad terms like "grammar" and "flow," which writers often ask about, may refer to a whole range of writing choices in your project. Broad requests without more context may limit the feedback you receive or result in feedback that doesn't match your priorities.

Here are some examples of common writing areas for feedback:

Clarify assignment instructions (*what does my prof. mean? am I doing what was asked?*)	**Writing for a reader** (*is this clear?*)	**Writing for a specific audience** (*is this appropriate?*)
Effective introduction, conclusion, or other section (*how is my lit review?*)	**Effective argument** (*is this logical and persuasive?*)	**Incorporating evidence** (*does this support my argument? is it appropriate?*)
Summarizing, paraphrasing, and quoting (*are all outside references clear? am I avoiding plagiarism?*)	**Developing analysis or evaluation** (*have I provided enough details? do you understand my reasoning?*)	**Applying a framework, theory, or model** (*have I explained the theory well? have I applied it clearly and consistently?*)
Organization or arrangement (*what should come first? is this order effective, persuasive, logical?*)	**Transitions** (*how can I connect these sentences, paragraphs, sections?*)	**Strategies for brevity** (*how can I reduce word count? where am I too wordy or redundant?*)
Sentence-level clarity (*how clear is my grammar, syntax, word choice, punctuation?*)	**Sentence-level style** (*how effective is my grammar, syntax, word choice, punctuation?*)	**APA Style** (*how are my in-text citations, references, or formatting?*)

How do I request written feedback? (TECHNICAL)

1. If you haven't yet, register here to access the Writing Center's online scheduler.

2. Sign in to our scheduler, and choose an available appointment time, **marked in white**.

Apr. 20: **Monday**	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
Adam Pellegrini ✎ ONLINE MEETING OR WRITTEN FEEDBACK REQUEST ONLY						

3. All Writing Center sign-up policies apply for written feedback requests. See our FAQ page for more information.

4. Choose "**Schedule written feedback request (asynchronous) appointment.**"

Please choose an appointment option below:

○ Schedule **in-person (meet on CSSW 4th Floor)** appointment.

○ Schedule **online (meet virtually)** appointment.
Choose an ONLINE MEETING if you'd like to meet with a writing consultant online during the time you've reserved. Log back in to this website approximately five to ten minutes before the start of your appointment. Then, open this appointment and click "Start or Join Online Consultation."

◉ Schedule **written feedback request (asynchronous)** appointment.
Choose a WRITTEN FEEDBACK REQUEST if you'd like to submit a document for review and receive written feedback. Upload your document or link a shared Google Doc in the appointment form below, and complete all fields below for a detailed request. Your writing consultant will review your work during the time you've reserved and post or email you comments.

5. Complete all fields in the form in detail, including the two required questions below.

Tell us more. Please describe your writing process for this assignment so far. What made you schedule this appointment? *

What are your top priorities for your IN-PERSON/ONLINE MEETING or WRITTEN FEEDBACK REQUEST? List up to three and please be detailed. *

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6. Include your document, either by pasting a link to a shared Google Doc, or by uploading a file.

If you'd like to use a Google Doc, please enter the link here:

📁 **This schedule supports file attachments.** To attach a file to this appointment, use the options below. If making a repeating appointment, files will only be attached to the first (this) appointment. **File attachments must be 2MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1	Document Title	Notify Client? ❓
Choose File No fil…hosen		No ▼

*__Note__: To ensure your Writing Center consultant is able to review and respond to a Google Doc, please set permissions so that **anyone on Lionmail** can view. The Google Doc permissions should read "Anyone in this group [Lionmail] with this link can view."

7. Finally, select "Create Appointment." Your writing consultant will review your work during the appointment time and email a summary of their comments in a session record. Your writing consultant may also provide written feedback in the margins of your document, whether in the Google Doc you shared or in the file you uploaded. For the latter, you will receive an email marked "New File Available" from the Writing Center's scheduling system with an updated version of your file attached.

8. Complete our post-session survey with any ideas for improving this service. Thank you!