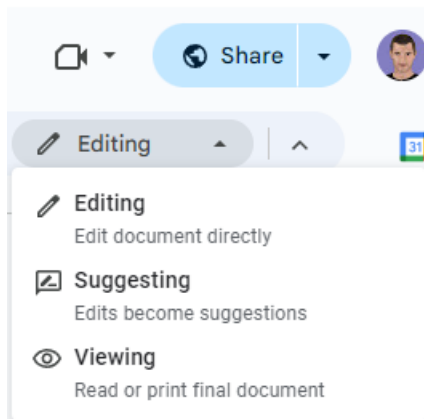


Feedback Writing Sessions Policy

Sharing your writing

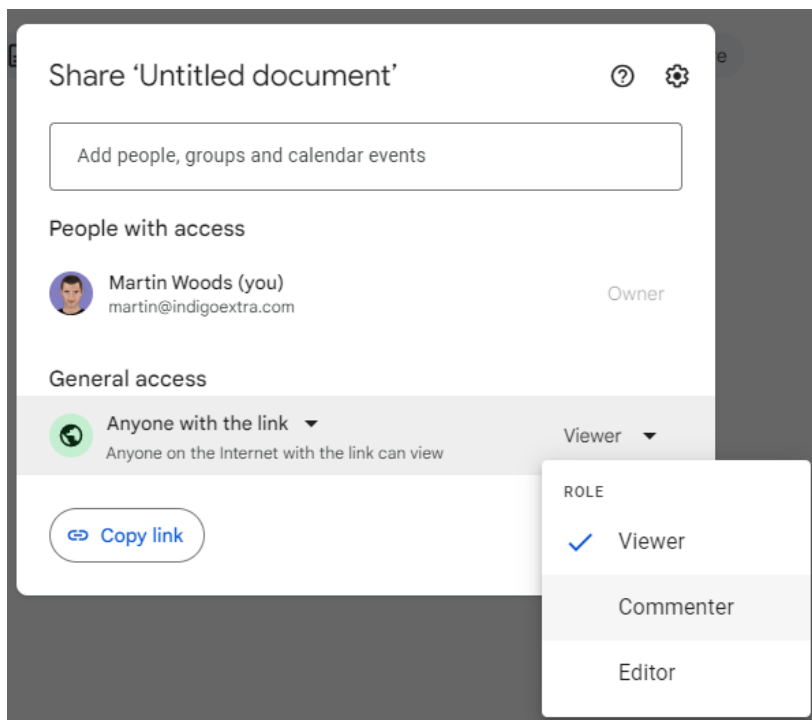
If you wish to share your writing, save **up to 2000 words** as a Google Document.

You can choose text from a short story, or excerpt of a novel or play. You will gain the most benefit if you have edited the work yourself at least once before sharing it.



Once it's in Google, click *Editing* in the top right and choose **Suggesting**.

Click 'Share', then choose 'Anyone with the link' under *General Access* and choose *Commenter* from the Role options.



This allows everyone to comment on your writing or make edits with Track Changes enabled.

Giving feedback

If there's any background readers need to know (e.g. if you're reading a chapter in the middle of your story), either add a short intro to the document, or tell other participants verbally.

The author then reads out loud their excerpt (we recommend reading from a second copy to avoid being distracted).

As you read, other participants will add comments to the document, or make edits, which show as track changes.

At the end of the session, the author is silent as other participants discuss what worked or didn't work for them and suggest ideas for how the document can be improved.

Focus on giving constructive feedback. If you are criticizing the piece:

- Always criticize the writing, not the writer.
- Language your comment as something personal to you ('I didn't understand...' rather than 'It didn't make any sense').
- Preface your comments with 'I found', 'in my opinion', or other phrases, which make it clear your opinion is personal and other opinions are also valid.

Some other guidelines to giving feedback:

- Be as specific as possible.
- Include positive comments about what you liked.
- It's fine to disagree with other readers but don't feel you need to resolve a disagreement. Ultimately, it is the author who makes the decision.

After the discussion, the author will have the chance to ask any questions and answer any points raised.