**Workshop Guidelines**

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| Tips for the Composer: | Tips for Respondents: | Tips for the Facilitator: |
| 1. Don't be defensive: come to class ready and willing to substantially revise your work.
2. Don't speak until invited to do so by the workshop facilitator.
3. Take notes of your colleagues' comments and suggestions regarding your work.
4. Use your own judgment in deciding which suggestions to follow, ignore, and modify.
5. Don't feel overwhelmed by all the comments on your work; prioritize them.
6. Rather than approaching a workshop with dread, think of the workshop as a rare opportunity to get the constructive feedback on your work of many other writers who have spent time and energy reading and thinking about your work. Feel flattered.
7. When it's your turn to speak, you must ask at least one question about your project; you may also ask your colleagues to clarify points they have made in the workshop. Remember, this is your opportunity to get valuable feedback on your work; use it well. Do not use this time to defend or justify your work.
 | 1. Speak at least once during each workshop.
2. Prioritize your points.
3. Comment on each composition’s strengths and weaknesses.
4. Don't be afraid to criticize a composition, but be diplomatic.
5. Make your comments specific and concrete; give specific revision suggestions.
6. Try to connect your comments to comments other respondents have made.
7. Don't talk all the time.
8. When it's time for the composer to join the discussion, you may ask her questions and/or invite her response to her colleagues' comments on the composition.
 | 1. Keep the discussion on track.
2. Don't let the same people talk all the time.
3. Don’t ask yes/no questions.
4. Don’t ask leading questions.
5. Encourage respondents to elaborate on their comments or give specific examples or suggestions.
6. Try to create a dialogue among workshop respondents, rather than having each respondent make comments that are isolated from other respondents' comments.
7. Encourage respondents to follow the Tips for Respondents, especially point #3.
8. Pay attention to class members so that you can see who wants to speak.
9. You may also comment on the paper (follow the Tips for Respondents), but don't hog the time.
10. Don't let silence make you uncomfortable.
11. Don't allow the composer to speak during the first half of the workshop; about halfway through the workshop, invite her to join the discussion; be sure that the composer asks at least one question about her work; you might also ask her questions and/or invite her response to her colleagues' comments on the composition. Do not allow the composer to use the workshop as an opportunity to defend her composition against all criticisms.
12. Ensure that the workshop lasts for the assigned amount of time.
13. There is no one “correct” way of leading the discussion; you are welcome to organize the workshop around the “Evaluation Criteria,” but you aren’t obligated to do so.
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