P  Praise

A  Ask a question

T  Tell what stuck in your mind

S  Suggest an improvement

Your job as an AUTHOR is to:

• Tell your listeners the questions or issues you want them to address.
• Let your listeners know whether criticism is acceptable or if you want them to focus strictly on the questions you ask.
• Read your piece aloud to your listeners.
• Allow enough time for thoughtful responses.
• Listen to what your responders say without defending your writing OR apologizing for it.

Your job as a LISTENER is to:

• Be an active listener (make eye contact, nod your head, sit up).
• Be respectful and considerate of the writer’s feelings.
• Be sure to tell what you liked about the writing.
• Don’t give advice or criticism before finding out whether the writer wants that kind of feedback.
• Always use “I” statements. Say, “I found this confusing,” rather than, “This statement is confusing.”
• Tie your comments to specific passages or ideas. Say, “I liked your opening statement about the traffic jam. It got me interested.” Don’t say, “I like your writing.”
• Keep in mind how you feel and want to be treated when others respond to your work.