



Collaborative Writing

Strategies for Working Together

- Use the particular talents of the individual members of your group. If one person is a good organizer, let that person pull the project together and assign jobs. If one person is a computer person, let that person take care of discs, formats, and e-mail group, etc...
- Share your discoveries. Communication between group members is vital during the researching process. Share your findings with each other on a regular basis. Consider possible methods of extending communication possibilities, such as e-mail, and always make an effort to attend group meetings.
- Appreciate each other's writing styles. Some write in short, choppy sentences. Other use a more flowing style. Ask yourselves: What style would best fit this piece of writing? Academic? Personal? Go with that. Be aware of your style, and always try to fit it to the task at hand.
- Realize that you can't all work together all the time. Four people trying to write something on the same computer rarely works. When you write, break up into individuals or pairs, you'll get more done that way.
- Always edit and review work as a group. Meet, read, discuss.

Two Types of Writing Feedback to Give Your Group Members

Criterion Based- How a piece of writing measures up to certain criteria.

Four Basic Criterion Questions:

1. What is the quality of the content of the writing? The ideas, the perception, the point of view.
2. How well is the writing organized?
3. How effective and specific is the language? How does the paper flow?
4. Are there any mistakes or inappropriate choices in words?

Reader Based- The experience a piece of writing gives to readers.

Four Basic Reader Based Questions:

1. What was happening to you, moment by moment, as you were reading the piece?
2. Summarize the writing: give your understanding of what it says or what happened in it.
3. What feelings does it evoke? Did you become angry, excited, bored, sympathetic?
4. Did you find yourself "tuning out" at any point? When? Why?

Make Lemons into Lemonade

Constructive criticism is one of the best ways to improve your writing. Take negative feedback and use it in a positive way. Don't be afraid to get it... or to give it, as long as it's respectful.