

Workshop Letters will help guide our discussions during our small group meetings. Letters will be written to each person in your workshop group (4 group members, 4 letters written) and should be roughly one page long.

Each workshop group will come up with parameters for these letters during our first meeting. In addition to these group specific guidelines, all letters must:

- Thank the author for their work and explain what you, as a reader, gained from reading their piece (generally or specifically)
- Address one element of the writing sample that works really well. The letter should cite this moment and explain what, specifically, works well in the reader's opinion.
- Address one element of the writing sample that they think could be tweaked. You should not only point out why you think a change would help, but also suggest ways of literally making that change. For example: If you think the structure is off, don't just tell them that. Instead, suggest alternative ways to organize the essay's ideas to make the purpose clearer and more impactful.