

Professional / Academic Writing Sample Activity

Instructions: This activity will help you improve a piece of writing relevant to your daily life. Bring in a sample of your writing from work or school. Examples could include an email, abstract, article, resume/C.V., cover letter, proposal, etc.

I. Part One: TAP

Identify the TAP of your writing sample (Topic Audience Purpose)

Topic:

Audience:

Purpose:

Style:

II. Part Two: Self-Reflection

What is one aspect of your writing sample that you particularly like?

What is one aspect of your writing sample that you would like help with?

III. Part Three: Peer Conference

With your partner, discuss the TAP of your writing sample. Also explain what you like about your writing and want help with.

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IV. Part Four: Peer Feedback

Writer's Name: _____

Reviewer's Name: _____

The purpose of completing this form is to provide honest and helpful feedback to your partner. Read the entire writing sample before answering any of the questions below. Be as specific as possible and refer to particular parts of the paper in your answers.

1. Did the author address their TAP adequately?
If yes, provide examples. If no, provide suggestions for improvement.

2. What do you like most about the writing sample? Circle the most interesting idea and explain why you thought it was interesting.

3. Consider what your partner wants help with (Part II). What suggestions do you have for them?

4. Please provide any additional suggestions that may help your partner below.