

# Writing Workshop Checklist:

Make sure these things are ready before you implement a Writing Workshop into your class

- A brief description of each assignment you plan on assigning
- A rubric for each assignment (sometimes the same rubric will work for multiple assignments)
- A novel chosen to read simultaneously
- A daily tracking system
- A conference notes system
- A calendar with due dates
- An overview to give your students (and to keep yourself organized!)

If you are going to be a paper-based workshop, you may also want copies of the following:

- Peer edit forms (these can be stapled to rough drafts after students have gotten them reviewed)
- Conference Request Forms (students can use these to request a writing conference with you – see my sample below)

**Teacher Writing Conference Request Form**

**Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Circle the product you are working on:**

Short Story                      Setting Description                      Character Portrait                      Extended  
Response

**Briefly summarize what you are working on** (the plot of your story, the question you're responding to, the setting/character you are describing): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Are you having an issue with...**

Brainstorming Ideas?	YES	or	NO
Starting your writing?	YES	or	NO
Organizing your ideas?	YES	or	NO
Creating an ending?	YES	or	NO
Choosing effective words/phrases?	YES	or	NO
Grammar?	YES	or	NO
Other? (write in)	_____		

**Choose one topic from above to focus on and BRIEFLY explain your specific problem:**

\_\_\_\_\_  
\_\_\_\_\_