DATA GATHERING
WRITING CONFERENCE CHEAT SHEET:

Steps	What to Say/Do	Notes
Begin Conversation	"How's it going?" "How is your writing going today?" "What are you working on?"	**You may need to support their responses** (ie: *So you are working on writing some sentences to tell about...)*
Gather Data (about the writer)	"Tell me more about..." "What is going well for you with your writing today?" "How did you choose *[this topic, what to add, etc]*" "Do you ever have trouble during writing time?" "What will you do next?"	**Be curious! Try to get into your writer's head and see what they know and understand about writing!**
Compliment (the writer)	"You have a plan for your story, that's what great writers do!" "You are really thinking about your reader when you..."	**This could be about writing behaviors as well as strategies.**
Conclude	"Thank you for talking to me today! Keep up your hard work!"	**Use what is comfortable for you!**
Consider and Note	What do you notice as strengths as well as needs of the writer? *(Ex: Have they made a plan for their writing? Do they focus on a topic?)* Take note of one or two strengths and possible needs or next steps.	**A "need" may jump out at you first, but think about the strengths-they will help to determine the most foundational skill needed.**

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Additional Questions for Data Gathering

Are you enjoying writing time?

What do you like about it?

What don't you like about it?

What is difficult for you during writing time?

What is easy for you during writing time?

Do you ever write at home?

Why do we write?

How do you feel about yourself as a writer? *(strong/good writer, ok writer..)*

What do you think you do well as a writer?

What do you like to write about?

Do you like to write informational pieces, narrative, opinion? *(or "teach something, tell stores)*

How do you feel most comfortable writing? *(in chair, on floor, on paper, on the computer, etc.)*

What do you know about *(genre of writing)*?

Add your own questions or take notes here:

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