



Online Consultation @ BGSU Writers Lab: Some Tips

- ✦ Read through the draft; begin by responding to with HOCs. Then tend to sentence-level concerns.
- ✦ Resist the impulse to edit. Point out patterns of error.
- ✦ Supply an explanation and example of how to avoid the error. Direct the writer to apply your comment throughout the text.
- ✦ Be encouraging, using the PQS method in this forum also.
- ✦ Comment on writer's strengths as well as weaknesses; consider that proportionately more text spent on weaknesses, mistakes, and errors can send a counterproductive message.
- ✦ Use the writer's name occasionally.
- ✦ Ask rhetorical questions such as: Do you agree? See? What do you think? (Doing so helps the writer keep ownership of the text and help keep the session interactive.)
- ✦ Encourage the writer to revise and then re-send the document online or make an in-person appointment.
- ✦ Refer writer to various online reference tools as the session requires. The Writers Lab Handouts Web Page, Purdue's OWL, www.mla.org, etc. are a few helpful references.
- ✦ Because the writer is not physically next to you, you may need to use language such as "Assuming this, then that."
- ✦ Work within a scheduled hour as you would in a person-to-person session.
- ✦ Consider time spent reading text, commenting, revising your own comments within the scheduled hour.
- ✦ Other?