

Major Project Conference Preparation Form

1. Remember that your latest writing must be available in the drafting document at all times. Use the Google Docs Guide in the course website to keep your drafting documents organized and ready at all times.
2. Give yourself a grade for each category below and a total grade. In the comments sections, justify your grade and explain what you still need to work on.
3. To prepare for Group Conferences, revise your writing ahead of time using the Draft Review Handout (content/rhetorical situation and organization) we used in the First Draft Review day of the major assignment you're working on.
4. To prepare for individual conferences, use the Draft Review Handout from the Second Draft Review day (grammar, vocabulary, and conventions) to assist you in revising your writing ahead of the conference.
5. Ahead of completing the rubric below for group and individual conferences, read and understand your assignment sheet.
6. Bring at least 1-3 questions to your conference.

Content (30 points: excellent=27-30; good=24-26; adequate=21-23; fair=18-20; poor=<18)

Assessment/Explanation:

Organization (20 points: excellent=18-20; good=16-17; adequate=14-15; fair=12-13; poor=<12)

Assessment/Explanation:

Vocabulary (20 points: excellent=18-20; good=16-17; adequate=14-15; fair=12-13; poor=<12)

Assessment/Explanation:

Grammar (20 points: excellent=18-20; good=16-17; adequate=14-15; fair=12-13; poor=<12)

Assessment/Explanation:

Conventions (10 points: excellent=9-10; good=8; adequate=7; fair=6; poor=<6)

Assessment/Explanation:

Total (100 points: excellent=90-100; good=80-89; adequate=70-79; fair=60-69; poor=<60)

Comment/Questions:

1.

2.

3.