

# Tips for Goal-Centered Conferencing and Structuring Feedback Time

A Common Conference Structure	Suggested Phrases (you will never use everything here)
Ask about writer's goal(s) (first 1–2 minutes)	<p>"What is the goal you are working on?"</p> <p>"What progress have you made?"</p> <p>"What has been challenging?"</p> <p>"Would you show me where you . . . ?"</p> <p>"What's your larger intention in writing?"</p> <p>"What investments have you made?"</p>
Name what is working in reaching that goal (1 minute)	<p>"What I am noticing is . . ."</p> <p>"Ways that I see you reaching your goal are . . ."</p> <p>"What seems to be working is . . ."</p> <p>"The steps I see you took are . . ."</p>
Suggest next steps toward that goal (1–2 minutes)	<p>"Some next steps are . . ."</p> <p>"You are ready for . . ."</p> <p>"I imagine where you could go next is . . ."</p> <p>"At this point you may want to try . . ."</p>
<i>Optional:</i> Model those next steps (1–2 minutes)	<p>"Here's what that can look like . . ."</p> <p>"Watch me as I . . ."</p> <p>"Here's a quick how-to . . ."</p>
<i>Optional:</i> Coach (1–2 minutes)	<p>"Want to give it a whirl? I'll stick with you while you do."</p> <p>"Talk through what you are imagining . . ."</p> <p>"What are you going to try first? And then?"</p> <p>[or maybe whisper in as the student writes with quick comments of encouragement and advice]</p>