

# Appointment Summary Feedback Guidelines

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## Feedback in Appointment Summaries

Feedback is an incredibly important part of developing writing skills, not only does it show a writer what can be changed in their work it shows them how to find such corrections. The Appointment Summary feedback has the potential to serve as a platform for reflection both for the writer, on the lessons they encountered during their session; the tutor, to distinguish what the student was receptive to and what they still needed to work on; and the teacher, to understand specifically what the student has done to improve their writing. One of the most important parts of a session is the take-away aspect; a student should be able to leave the Writing Center with a clear understanding of the improvements they have made and the work they can do on the assignment at hand as well as in future writing.

## Why is feedback important?

- Vital part of encouraging and consolidating writing practices
- Fosters improvement in the writer and not just the writing
- Clarifies the role of the Writing Center for students and faculty
- Serves as a link between the writing center and the classroom
- Provides another language tool for ESL students

### Quick tips for feedback:

- Acknowledge areas for improvement
- Suggest at least one specific change while avoiding judgment
  - Avoid brevity
  - Include an element of positivity!

*Our goal is to provide a useful, unbiased description of the session.*

If you write,  
you belong  
here.

Trinity College Writing Center



98% of students reported clear communication with their writing associate.

100% of students said they would book a second appointment at the Writing Center.

“What suggestions were given to the writer about revisions?”

### Trinity College Writing Center Appointment Summary Sample Feedback



We have all looked at this question on the Appointment Summary Form and thought, “What am I supposed to write here?”

#### Less Constructive:

- ☞ 😊
- ☞ A lot!
- ☞ Also worked on: organization and flow/fluidity
- ☞ Better topic sentences.
- ☞ Finish revising.
- ☞ Fix grammar.

#### More Beneficial:

- ☞ Read over paper out loud to note mistakes and think of how body paragraphs connect so there's flow between topic sentences.
- ☞ Add additional paragraph and incorporate 2nd and 3rd source more.
- ☞ Address the conflicting argument you make in the third paragraph of your paper, work on outlining your conclusion more specifically.
- ☞ Find areas in your paper where you used specific info that needs to be cited.

Can you spot the differences between these two sets of feedback examples?

◆ The feedback on the right is much more effective in communicating exactly what it is the writer should be looking to work on in their next draft.

## Works Cited



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