

# Providing Interactive Writing Feedback Using Google Docs

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**WiFi**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

# Programme

- Demo: Google Docs
- See an example
- Overview of the process
- Walkthrough
- Your turn!



# Should we give feedback?

## **Benefits**

- Individual attention from the teacher is motivating
- Addresses individual needs
- Helps students notice areas which need improvement

## **Downsides**

- Time consuming
- No space to make comments
- Students don't learn from it or sometimes even pay attention to it
- Difficult to track errors over time

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# Demo



1. Go to <http://benteachesenglish.com/etaspd16>
2. Click the blue image on the page  
Or scan the QR code above
3. Type as much text as you can into the document  
in the next 60 seconds!



# What have we seen?

- ✓ Multiple simultaneous editors
- ✓ No account needed for students
- ✓ All changes saved automatically
  - no essay1.doc, essay2.doc, etc.
- ✓ Revision history
  - See all the changes
  - See who made the changes
  - Revert to previous versions

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# Feedback example

1. I've highlighted the errors and indicated the type of error

2. The student has replied in the comments

3. I've replied to the student

Dear Andy,

I think you're pretty anxious to study abroad right now and I try to help you out of that situation

You always told me that it's your biggest dream to go abroad and I think you shouldn't stop working for it! It is absolutely normal to get a bit nervous and to get a bit afraid as well. You know I experienced exactly the same situation and after all I didn't regret anything. Let's search for a room in Paris on that website I remember from my stay abroad at the next weekend. Afterwards we should go out. I can't imagine not to find a suitable place for stay.

Once you arrived- in the city of love - there will be lots of people around who are studying abroad as well. You know, you are in a city where everyone will start to talk to them and find friends easily. Of course it's a bit difficult language but all the courses mentioned are in English so you know the subjects which are scheduled. Those lessons are not a repetition for you.

You should have no reasons left to cancel your study abroad plans. Everything will be fine. I'll talk to you next week once I'm back and we'll sort out all your problems.

Cheers  
Jan

The screenshot shows a chat interface with the following messages:

- Jan Blaser** (22 Feb 2016): "I'll try to be clearer about that :)"
- Ben Hoyt** (17 Feb 2016): "t"
- Jan Blaser** (22 Feb 2016): "will arrive"
- Ben Hoyt** (23 Feb 2016): "just 'arrive', with prepositions of time we don't use the future: 'Call me when you arrive' for example"
- Ben Hoyt** (17 Feb 2016): "ww: what's a better collocation with 'friends' here?"
- Jan Blaser** (22 Feb 2016): "'make' sounds better actually"
- Ben Hoyt** (23 Feb 2016): "exactly!"

A "Reply..." input field is visible at the bottom of the chat window.

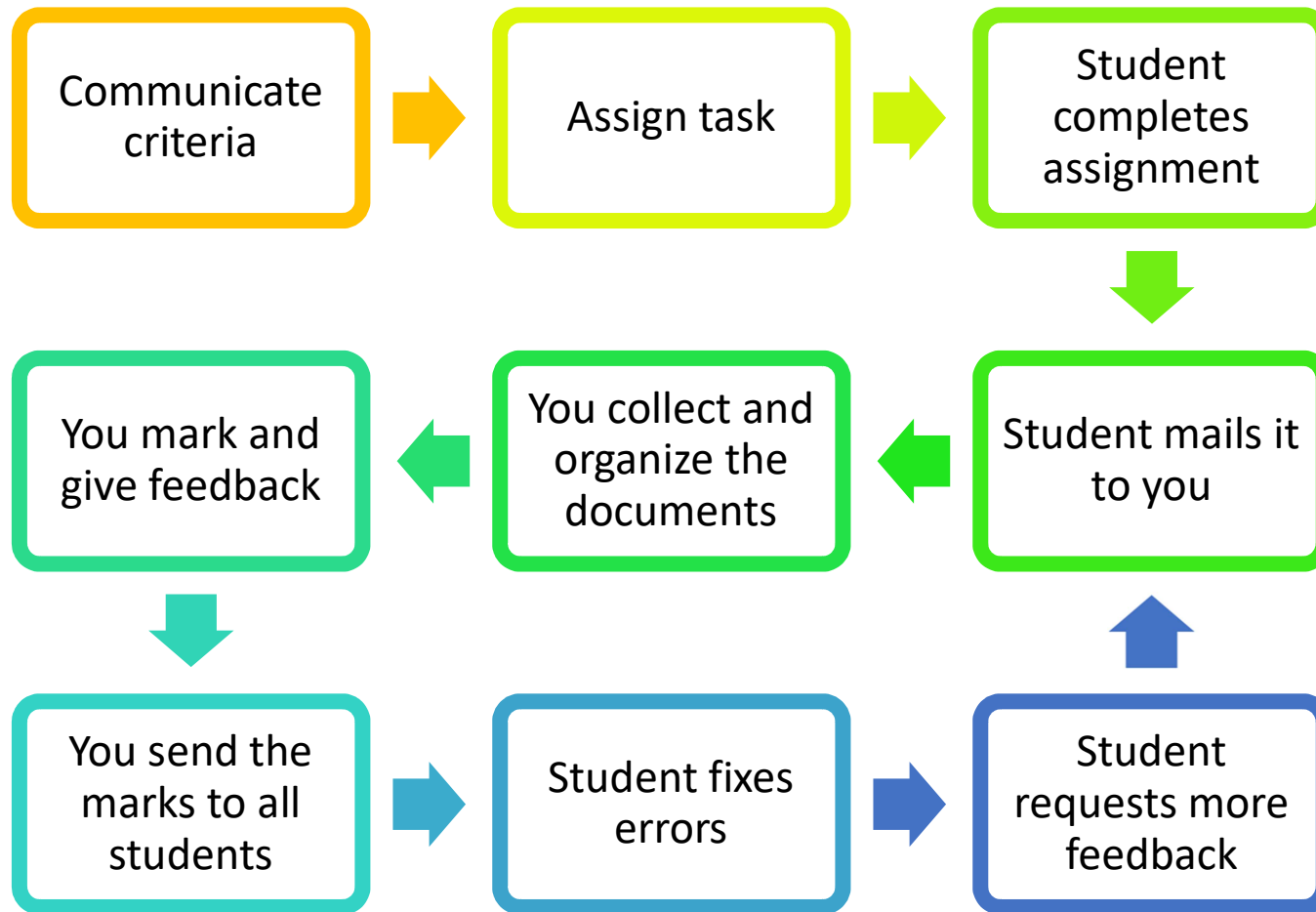


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# Overview



# Programme

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- **Walkthrough**
- Your turn!



# Week 1

1. Explain the marking criteria
2. Give the assignment
3. Give students your email address
4. Emphasize: typed document, no scans or photos!
5. During the week, just send a quick reply to acknowledge receipt of the assignments

# Week 2

In class:

1. Thank students for their writing
2. Explain when marks and feedback will arrive
3. Demonstrate Google docs and the feedback shorthand with generic examples

At home:

4. Organize the files
5. Do the marking
  - Tip: only 1-2 sessions, no more!
6. Send the feedback

# Week 3

In class:

1. Check that your emails have been received
2. Remind students that they must request additional feedback

At home:

3. Wait for 2 or 3 feedback requests
4. Give further feedback every 3 or 4 days

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# Your turn! Instructions



1. Scan the code above or go to <http://benteachesenglish.com/etaspd16-page-2> to begin
2. Copy the text that was sent to you into a document in your Google Drive
3. Make 3 comments
4. Enable editing
5. Mail me a link to your document at [ben@benteachesenglish.com](mailto:ben@benteachesenglish.com)



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- Demo: Google Docs
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- Your turn!
- **Tips and tricks!**

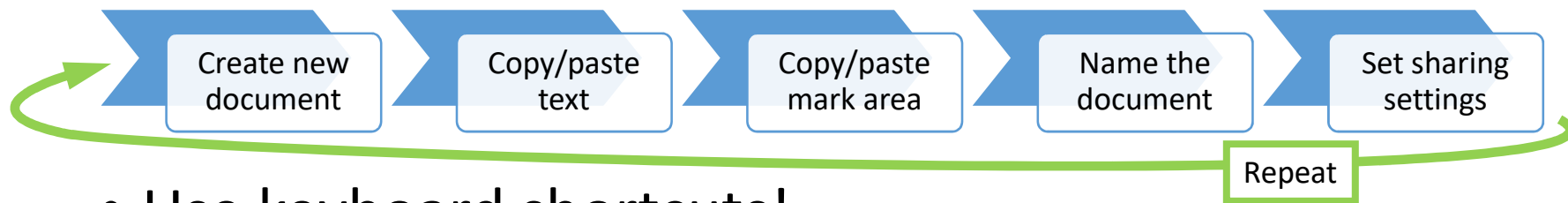


# Tips and tricks



## Work systematically, use repetitive tasks

- Create an assignment folder in Google Drive, then:



- Use keyboard shortcuts!
- When all documents are ready: read, mark, feedback
- Use form letters to return the documents
- Send the marks at the end of the week

# Tips and tricks



## **“Online” ≠ “instant”**

- Keep your normal marking schedule
- Complete all of the feedback in one or two sessions
- Use an error-marking shorthand to save time
- Use a document template to send your feedback
- Require the students to request additional feedback by email

# Tips and tricks



## **Error-marking shorthand**

- ^ : missing word or words
- gr: grammar
- p: punctuation and capitalisation
- prep: preposition
- sp: spelling
- t: incorrect verb tense
- wo: word order

# Tips and tricks



## **Use a form letter or email template**

- Use the same message with each feedback email
- Open a new email with your template (or copy/paste from Word)
- Add the student's name and address
- Copy/paste the URL (website address) of the document into the mail
  - Pro-tip: use a URL-shortener (goo.gl or bit.ly) or create a link in your text, very long URLs can get broken by some mail programs
- Send!

# Tips and tricks



## **Example form letter:**

Hi \_\_\_\_\_,

Here is your corrected writing: \_\_\_\_\_ Please make changes, ask questions, or do whatever you like with the document! When you are ready for me to look at it again, just send me a short email to say that. I'll look at what you did and then send you an email when I'm done. We'll keep working that way until you don't have any more questions.

Thanks for your hard work and all the best,

Ben

# Thank you!

Questions? [ben@benteachesenglish.com](mailto:ben@benteachesenglish.com)

Powerpoint slides available at  
<http://benteachesenglish.com/etaspd16>