**HOW TO SEND THE WRITING CENTER A PIECE OF WRITING FOR TUTOR FEEDBACK:**

1.  Send the material to [evergreenowl@gmail.com](mailto:evergreenowl@gmail.com).

2.  Be sure you have filled out an Author’s Note and have in or attached it to the email. You can use the one below or the Author’s Note found on the front page of The Writing Center’s web site ([www.evergreen.edu/writingcenter](http://www.evergreen.edu/writingcenter)), an all-purpose Author’s Note.

3.  Be sure you have attached your essay/writing draft to the email.

MPA Author’s Note:

Please provide full answers to the following:

1. Your Name:

2) Your Program and Instructor:

1. History or Background of This Draft:

Would you consider this an early draft, a revised draft, a draft ready for sentence-level editing, or a draft ready for publication? How many drafts have you written? What has changed from draft to draft? Why did you make these choices/changes?

1. STRENGTHS of your current draft:

What seems particularly strong in this draft?  Is there anything either about the process of writing this draft or the draft itself that you particularly appreciate?

1. PLACES FOR IMPROVEMENT and/or QUESTIONS FOR YOUR READER:

What would you like your reader to respond to in particular? (Tutors are trained to give particular feedback depending on the stage of the process you identify.) What questions could we answer that would inspire you to continue to revise your draft?