



EOU WRITING CENTER

A.F.O.S.P. is a hierarchical approach for responding to student writing. It categorizes the assignment prompt as most important. For example, if a student writes a research report instead of a reflection, then it doesn't matter if there is a typo in the second to last paragraph because that paragraph will likely need to get scrapped anyway. Proofreading is last for the reason mentioned previously. Oftentimes, proofreading is helping students see and understand a few of their common errors. Since we aren't editing papers, you will want to look for a common error or two in the writer's work. For example, if you see a lot of sentence fragments, you may spend your "proofreading" time talking about sentence fragments and looking for them throughout (and ignoring a misused semicolon).

A: Assignment

1. Does the work meet the requirement of the assignment?
2. Are there any objectives that are not thoroughly demonstrated?

F: Focus

1. What is the writer's focus/purpose? Where does the writer present her/his focus most explicitly?
2. Are there any shifts in the writer's focus? Does the student ever seem to get off track? As a reader, do I ever feel like lost or lose sight of the writer's focus?

O: Organization

1. Does the writer have a clear organizational scheme? Does it work logically?
2. Do I understand what the writer wants me to get out of each paragraph (i.e. the purpose of each paragraph)?
3. Does the writer incorporate strong topic sentences that aid the fluid movement from one point or paragraph to the next? Does the writer effectively introduce/conclude?

S: Support

1. How does the writer use sources (with citations as needed), personal experience, or insights to advance her/his writing?
3. How does the writer frame sources within the paper? How does the writer respond to the source information s/he inserts into the paper?

P: Proofreading

1. Are there any awkward sentences in the draft?
2. Has the writer spell-checked the paper and read the paper carefully for spelling/usage mistakes?
3. Are there any grammar or punctuation problems?