

## 1 CCW Critique Group Guidelines

2 Our desire at Cascade Christian Writers is to serve the Lord by

3 serving our members. You asked, we listened, and we will be

4 offering writing critique groups. Thank you for giving us grace as we work through this new

5 opportunity.

### 6 These are the guidelines:

7 • **Who:** Members of CCW, writing in any genre (poetry, fiction, non-fiction, fantasy, Bible studies,  
8 memoirs, children's, etc.)

9 • **When:** Twice a month for 1 ½ hours each group; a total of 3 hours a month.

10 • **How:** Over Zoom.

11 • **Submissions:** Each participant will submit a piece in PDF format to the group leader one week  
12 before the meeting. For your first submission, please keep it to 500 words or fewer. Our goal is to form  
13 smaller groups with enough leaders to allow for longer submissions, such as full articles or book  
14 chapters.

15 • **Guidelines:** Submission must be double-spaced with line numbers showing in the left-hand margin,  
16 as is the case with this document. *(For Mac: Go to Tools, click Line Numbering, allow Show*  
17 *Numbering, for every line but not blank lines. For P.C: Navigate to the Layout tab, select Line*  
18 *Numbers, and then choose Continuous.*

19 • The leader will collect all the submissions and send them to the participants in a group email 3-5  
20 days before we gather.

### 21 Each member is to:

22 **1. Read each Submission Ahead of Time.** Some people need time to ponder before making good  
23 suggestions.

24 **2. Give Specific Feedback During Group:** Provide detailed and precise feedback to help the writer  
25 make targeted improvements.



26 **3. Maintain a Positive Attitude:** While it is important to point out areas for improvement, also  
27 highlight the piece's strengths.

28 **4. Focus on Content, not Grammar:** While spelling and grammar are important, the main focus of a  
29 critique should be on the content: the plot, character development, and overall structure of the piece.

30 **5. Allow Everyone to Speak:** Ensure that everyone in the group has an opportunity to provide  
31 feedback, which creates a diverse range of opinions and helps us work as a team.

32 **6. Respect Confidentiality:** The submissions are not to be shared with others. Please discard others'  
33 pieces after each group.

34 **7. Be ready to Read Your Own Piece During the Group.**

35 **8. Listen to Feedback:** Resist the urge to defend your work. Receive constructive feedback to improve  
36 your craft.

37 **9. Stay Engaged:** Regular attendance and active participation in the group can greatly enhance your  
38 experience. The more you invest in the group, the more you will gain.

39 *We expect your camera to be on, unless an unforeseen issue occurs.* Please mute while others are  
40 reading.

41 **Want to join in?** Email [business@cascadechristianwriters.org](mailto:business@cascadechristianwriters.org) with questions or complete the form to  
42 register here: <https://tinyurl.com/CCWCritiqueGroups>

43 We look forward to seeing you there!