

Writing Center Tutoring Action Plan

Welcome to the Writing Center! To make the most of your session, **please check the boxes below to indicate what you'd like to focus on during your tutoring session**. Keep in mind that each tutoring session is limited to **20 minutes**, and we may not cover everything.

Audience

- Understanding my audience and using language and format that is appropriate for them
- Making sure my audience finds me credible as a writer

Thesis Statement

- Creating a strong thesis statement
- Revising my thesis statement so that it aligns with the content in my body paragraphs

Organization

- Organizing the ideas in my writing more logically or effectively
- Improving topic sentences and transitions between or within paragraphs

Paragraph Development

- Adding more information, details, or ideas to my paragraphs
- Connecting my source information or evidence to my points more clearly

Focus

- Making sure all of my writing focuses on the idea presented in my thesis statement
- Ensuring all the supporting evidence in each paragraph or section pertains to its topic

Introduction or Conclusion

- Introducing my readers to the topic and/or thesis of my writing project effectively
- Tying together and/or summarizing all of my paper's ideas in a satisfying manner

Source Citation

- Including appropriate in-text citations
- Creating or revising my References or Works Cited page

Grammar & Punctuation

- Addressing (circle all that apply):
Fragments Commas Phrasing
Run-on sentences Semicolons or Colons Other: _____

Other

- _____

If you've worked with a tutor on this assignment previously, please summarize what you worked on and provide the name of the tutor.

Tutor's Name: _____

Summary:

Student brought assignment sheet to session:

Yes

No

Goals and Next Steps:

Student's Name: _____

Assignment title/draft: _____

Stamp: