

Guidelines for Writing Tutors

Learning Center writing tutors are ready to assist students with all stages of the writing process.

Thinking and Planning

We can help:

- Clarify assignments
- Use brainstorming techniques
- Limit or develop an essay subject
- Select an organizational approach

Drafts

We can help:

- Evaluate an essay's purpose, thesis, organization, topic sentences, tone, and depth of treatment.
- Students sharpen their ideas by discussing the students' interpretation of literature

The Final Draft

We can help:

- Double check *specific elements* that concern the student such as...
 - Complete sentences
 - Correct verb agreement
 - Good topic control in paragraphs
 - Transitions between thoughts

Grammar

We can help:

- Offer many resources and methods to aid in understanding and applying the rules of grammar and punctuation
- Students realize that they are capable of finding and fixing their own mistakes

What tutors can ask of a student:

- The written assignment from the instructor
- Their textbook and/or writer's manual
- Come to the learning center early enough in the writing process to allow time for revision before the paper is due
- Use skills learned in class and practiced on previous visits to the learning center

Because Learning Center tutors care about student's long-term success we will not:

- Write for the students or tell them what to write
- Find or correct mistakes, beyond a few examples
- Give our interpretation of literature
- Estimate the grade any paper might receive
- Answer a question we don't know the answer to. Instead a tutor should model his or her excellent study skills and find the answer together with the student in the appropriate resource.

Remember: The purpose of writing tutoring is not to perfect each student essay. Our purpose is to show students the skills and processes that will enable them to write well on every essay without our help.