



English Department Writing Center



Faculty-to-Writing Tutor Dialogue Form

In order to request that a Writing Center tutor focus on particular areas with a particular student, please **print a copy** of this form, **fill out the top section**, and **have the student bring it** to his or her session with a tutor. At the end of the tutoring session, the Writing Center tutor will fill out the bottom section and give it to the student to return to you.

FACULTY NAME _____ EXTENSION _____

STUDENT NAME _____ COURSE _____

Please work with the student on: *(select no more than three items)*

- | | |
|--|---|
| <input type="checkbox"/> Understanding the prompt/assignment | <input type="checkbox"/> Documentation: _____ style |
| <input type="checkbox"/> Focusing a topic | <input type="checkbox"/> Quoting/Paraphrasing |
| <input type="checkbox"/> Thesis statement | <input type="checkbox"/> Sentence structure |
| <input type="checkbox"/> Development | <input type="checkbox"/> Word Choice |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Grammar/ Punctuation |
| <input type="checkbox"/> Format | <input type="checkbox"/> Spelling |
| <input type="checkbox"/> Paragraphing | <input type="checkbox"/> Other _____ |

Comments:

WRITING TUTOR'S REPORT:

Specific notes about items checked above:

Any questions:

Date:

Length of session:

Tutor's Signature: