

Four Components of a Tutoring Session

	Distinct Steps	Examples of Interactional Features
1	Opening	<ul style="list-style-type: none"> • Greeting/introductions • Small talk • Preliminary institutional business/ID check/tutee background (Tutor introduces to 1st time tutee what tutoring service is all about, what it can offer, and how.) • Invitation to start tutoring • Info about the draft (where in the writing process?)
2	Setting the agenda	<ul style="list-style-type: none"> • Determining the <i>what</i> of the agenda (“How can I help you today?” to find out <i>what</i> the tutee’s <i>object</i> of concern is; contextualizing; clarifying/gathering more info; negotiating; reformulation of the <i>what</i> of the agenda; agreement) • Determining the <i>priority</i> of the agenda (gathering more info) • Determining the <i>how</i> of the agenda (negotiating) • Institutional business (“Time is limited.” “We don’t just proofread everything.” “Do you want your instructor to receive notice?” Etc.)
3	Implementing the agenda	<ul style="list-style-type: none"> • Tutee/tutor collaboration begins in earnest. • There may be a return to agenda setting if the tutee has requested help with grammar but the tutor finds a problem with the rhetorical conventions of English composition, for example.
4	Closing	<ul style="list-style-type: none"> • Time check by tutor • Appreciations • Summary • Prescription • Re-evaluation by tutor • Institutional business (Evaluation/comment forms; note to instructor? Another appointment? Etc.) • Goodbye

(The chart has been adapted from work originally done by Laurel Reinking of Purdue University.)

Note: The four-step sequence

- may have other names for its components
- should apply to genres other than writing
- can have multiple sub-sequences