

WRITING PROGRAM TUTOR REPORT FORM

TO PROFESSOR _____

YOUR STUDENT _____ was seen on DATE _____ LOCATION _____

BY TUTOR _____ TIME IN _____ OUT _____

We worked on the following:

Prewriting/	_____	Logical or analytical approach to assignment
Organizing	_____	Coherent Thesis
	_____	Subject Focus
	_____	Tone or sense of audience

Writing	_____	Introduction
	_____	Conclusion
	_____	Paragraph Development
	_____	Use of detail
	_____	Transitions
	_____	Appropriate sentence structures

Editing/	_____	Problems with sentence structures (fragments, run-ons)
Proofreading	_____	Problems with verbs (tense, agreement)
	_____	Problems with pronouns (reference, agreement)
	_____	Word choice (wordiness, usage)
	_____	Punctuation
	_____	Spelling

_____ Other Additional Visits Recommended _____

Tutor's Comments:

1. Work accomplished

2. Work left to do

3. Student's attitude

TUTOR'S SIGNATURE:

STUDENT'S SIGNATURE: