

## 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

- \_\_\_\_\_

We encourage you to come back as often as needed!

**Student brought assignment sheet to session:**

Yes

No

**Goals and Next Steps:**

Student's Name: \_\_\_\_\_

Assignment title/draft: \_\_\_\_\_

Stamp: