**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

*

**If you’ve worked with a tutor on this assignment previously, please summarize what you worked on and provide the name of the tutor.**

**Tutor’s Name**:

**Summary:**

#  Student brought assignment sheet to session: Yes No

**Goals and Next Steps:**

**Student’s Name**:

**Assignment title/draft**:

**Stamp**:

We encourage you to come back as often as needed!