



Writing & Reading Center (WRC) Tutoring Session Planning Form

Date:	_____
Student:	_____
Course:	_____
Instructor:	_____
Assignment:	_____

Instructors, please check one or two items below and provide information that can help the student and tutor prioritize their work in the tutoring session.

Students, please prepare for your tutoring session. Bring all written instructions for the assignment, textbook or readings, notes, drafts, and questions. And don't be shy...please ask a staff person if you have any questions or problems!

Content/Organization

- ___ Prewriting/gathering ideas
- ___ Focus/Thesis
- ___ Organization
- ___ Paragraph development
- ___ Transitions
- ___ Introduction
- ___ Conclusion
- ___ Other:

Grammar

- ___ Verb tense
- ___ Word Form
- ___ Word Choice
- ___ Sentence Structure
- ___ Punctuation
- ___ Word Choice
- ___ Articles
- ___ Prepositions
- ___ Other:

Other (reading comprehension, vocabulary, discussion, etc.):

Notes:

- For more information about the WRC or to apply for an individual weekly tutor, go to <http://deanza.edu/studentsuccess/wrc/>
- See a presentation about what to expect from your tutoring session, and handouts on how tutors help with grammar and how get the most from your tutoring session: <http://deanza.edu/studentsuccess/wrc/aboutus.html> .