

## A TUTOR'S GUIDE TO THE WRITING PROCESS

Dorothy Williams  
*Antelope Valley College*  
*Lancaster, California*

### INVENTION: INVESTIGATING POSSIBILITIES

Possible topics to be discussed by tutor and tutee at this stage:

#### Assignment

What is the purpose?

What are the instructor's requirements?

#### Audience And Purpose

Who is the target audience?

What is the purpose of the writing?

#### Heuristics

Did the writer try one of the following approaches?

Clustering

Burke's pentad

Brainstorming

Freewriting

#### Formation Of Thesis

Is the thesis too narrow or too broad?

Is it clear?

#### Idea

Is the idea interesting?

Is it relevant?

Is it unique or original?

## DRAFTING: CREATING ORDER OUT OF CHAOS

Possible topics to be discussed by the tutor and tutee at this stage:

### Topic Development

What had the writer discovered about the topic?

### Focus

What focus should the paper take?

### Audience And Purpose

Has the writer kept the audience and purpose in mind?

### Structure

What structure would be most effective?

### What To Write First

Where should the writer start?

### Writing Environment

What writing environment is most effective for the writer?

## REVISION: SEEING WITH NEW EYES

Possible topics to be discussed by tutor and tutee at this stage:

### Meaning

Is the idea clear?

Is the focus maintained?

### Audience

Is tone right for the audience?

Are the vocabulary and examples appropriate?

### Details

Is the paper concrete and well developed?

### Order

Is the structure the most effective?

Does the paper cohere?

### Other

Is anything missing?

Is anything superfluous?

## EDITING AND PROOFREADING: PREPARING THE FINAL PRODUCT

Possible topics to be discussed by the tutor and tutee at this stage:

### Proofreading

Did the tutee do ONE reading of the paper for EACH of the following concerns:

Word choice

Spelling

Grammar

Punctuation

Sentence structure

Appearance

Style

Tone

NOTE: The tutor's primary job is to promote tutee independence. The tutor DOES NOT REWRITE OR EDIT A TUTEE'S PAPER. The tutor may serve as an audience and probe the tutee for additional ideas, vocabulary, and approaches.