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?

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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.