

Consultant: _____ Observer: _____ Date: _____ Time: _____

20 Valued Practices for Tutoring Writing

The following are some valued practices for effective tutoring, identified by UCF Writing Center peer consultants themselves. Write brief notes about what you see and hear. Then use your notes to offer formative feedback and to facilitate conversation between you and the consultant you observe.

	Tutoring Practices	Observation Notes / Formative Feedback	NR NP PNS PSS PHS
1	Establish rapport with writer.		
2	Learn assignment requirements or rhetorical situation, including the writer's understanding.		
3	Learn about writer's processes, beliefs, and attitudes toward the writing task.		
4	Set reasonable expectations and negotiate with writer what to work on and why.		
5	Address writer's learning beyond the specific task.		
6	Ask questions and use directives to engage writer in active learning.		
7	Address writer's concerns.		
8	Focus on only a few specific issues to work on in a single consultation.		

9	Prioritize global concerns that interfere with meaning before less significant local errors in grammar, punctuation, and mechanics.		
10	When addressing sentence-level errors, target selected patterns of repeated problems. Avoid a scattershot approach.		

Comments:

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11	Create opportunities for writer to demonstrate learning by talking, practicing writing strategies, and problem solving.		
12	Demonstrate active listening. Avoid dominating the conversation. Make effective use of wait-time.		
13	Offer specific, useful suggestions for revision.		
14	Use, explain, and recommend writing resources, print and online.		
15	Assist writer to make a plan for work after the consultation.		
16	Invite writer to return to the Writing Center; schedule a follow-up consultation.		
17	Use tone and body language to facilitate learning.		

18	Be a co-learner and rhetorical/cultural informant. Avoid roles of editor and authority.		
19	Model strategies to find answers and to solve problems. Be willing to say, "I don't know." Don't pretend expertise.		
20	After the consultation, write detailed session notes of work done and recommendations for what to do next.		

Comments:

Revised 8/16/13