



Walla Walla Community College
TLC Writing Center
Room 244 D Building
(509)527-4600

In order to make the most of our time together and to make sure our tutors can help support you in the best way possible, please take a few minutes to answer the questions below. These questions are intended to frame the tutoring appointment, and in no way serve as an evaluation of your skills or abilities. This form is intended for use only by the student and the Writing Center Tutors, and should not be used for any grading purposes.

Your Name:	Appointment Date:
Course:	Appointment Time:
Instructor's Name:	Writing Center Tutor:
Preparing for your appointment, please be sure to bring with you all of the following:	
<input type="checkbox"/> Assignment details and instructions <input type="checkbox"/> All drafts and process work, such as outline, annotated bibliography, peer review or instructor feedback <input type="checkbox"/> Relevant notes or course materials <input type="checkbox"/> Any readings or research relevant to this assignment	

Are you learning English as a foreign language? (circle one)	Yes	No
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Please indicated your level of understanding with the assignment details and criteria (Circle one)				
<i>I do not understand what the assignment requires me to do</i>			<i>I fully understand what the assignment requires me to do</i>	
1	2	3	4	5
What steps have you already taken to begin working on this assignment? (Such as: met with instructor during office hours)				

In your appointment with the writing tutor, what are your THREE most important priorities? Check THREE.

Prewriting:	Global Revisions:	Local Revisions	Grammar and Proofreading:
<input type="checkbox"/> Understanding the assignment criteria <input type="checkbox"/> Brainstorming <input type="checkbox"/> How to write an Annotated Bibliography <input type="checkbox"/> Other (if other, please specify) _____	<input type="checkbox"/> Outlining <input type="checkbox"/> Thesis <input type="checkbox"/> Arguable Claims <input type="checkbox"/> Introduction / Conclusion	<input type="checkbox"/> Paragraph Structure <input type="checkbox"/> Evidence <input type="checkbox"/> Analysis <input type="checkbox"/> Document Formatting	<input type="checkbox"/> Citing sources / avoiding plagiarism <input type="checkbox"/> Punctuation <input type="checkbox"/> Sentence structure and phrasing <input type="checkbox"/> Grammar

Notes during appointment:	Next Steps:
<i>(use back of page if necessary)</i>	

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