

TUTOR GUIDE FOR WRITING SESSIONS

Phases & Stages with Inside-Out Approach

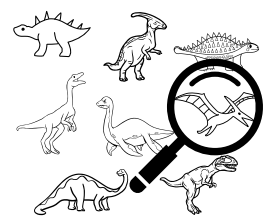
In a writing session, your role is to welcome the writer as a peer in the writing process and to guide them to use the inside-out approach to work on their writing. This method encourages students to prioritize higher-order concerns, such as focus and organization, before tackling lower-order issues like proofreading. By asking questions and offering choices and perspectives, you help the writer take the lead in their process. Remind writers that following the inside-out approach strengthens their ideas and ensures clarity, preventing wasted effort on fine-tuning details before fully developing their main points.

Build Rapport:

- Introductions: Welcome the writer as a peer in the writing process.
- Define Roles: Position yourself as a guide; the student makes choices about their work.
- Negotiate Expectations: Collaborate to establish a focus and plan for the session.

Engage the Writer:

- Let the writer lead; you're there to guide.
- Writer holds the pen; you support the process.
- Encourage the writer to prioritize higher-order concerns first.
- Offer choices & perspective; the writer decides.
- Listen actively & take notes; help the writer reflect.
- Model reading & writing practices; the writer applies them.

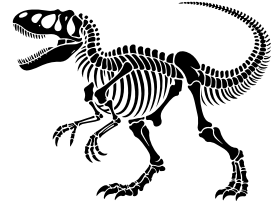
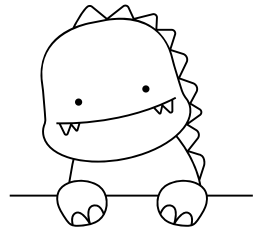


#1: Understand the Assignment

- What is the assignment? View related materials.
- What are the goals of the assignment?
- What do you have to submit? When? Break the assignment into steps.

#2: Focus of the Paper (Thesis)

- Sum up the message of your paper in a sentence.
- Align your thesis/focus to the prompt.
- Align your focus with the organization & development.

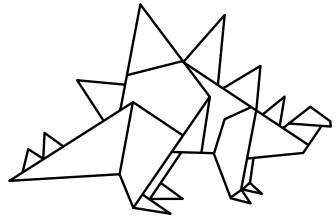
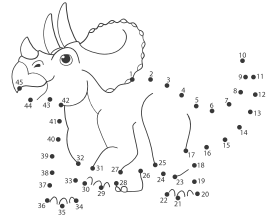


#3: Organization

- What's your overall structure—intro, body, conclusion?
- How did you organize your ideas? Why?
- Is your structure appropriate for the prompt?

#4: Development

- Does each paragraph have a point that develops the focus/thesis?
- Do you explain how your reasons/evidence support the point?
- Are there places where you can add reasoning or details?

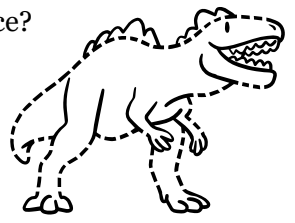


#5: Revision

- Does each paragraph stay focused on your main message?
- Have you fully developed each point with examples and details?
- Is your organization clear and guiding the reader through your ideas smoothly?

#6: Proofreading

- Does your language clearly communicate your message to your audience?
- Have you chosen words and sentence structures that precisely convey your ideas?
- Is your writing style consistent throughout, supporting the flow and organization of your paper?
- Is your paper formatted according to the assignment guidelines?



Set Next Steps:

- Summarize & Reflect: Let's review what we accomplished today. How do you feel about your progress?
- Set goals for independent action: What steps do you plan to take next?
- Strengthen Rapport: Would you like to schedule another session to focus on ____?