



## Writing Services

Chaffey students and faculty are welcome to take advantage of the writing services provided at the Writing Center. Our central mission is to help students become more effective and confident writers. Writing Center tutors help students improve their writing skills by teaching them strategies for each stage of the writing process. Students receive guidance in how to select a topic, generate ideas, develop and revise working drafts, deal with issues of style, and acquire or improve proofreading and editing skills.

### Tutoring Sessions

The goal of a one-on-one session with a writing tutor is to help students become more effective, self-confident writers. Although each session is unique, the following is a general overview of what typically takes place in a session.

- ❖ When students come for help with a writing assignment, the writing tutor will usually begin by asking to see the assignment provided by the instructor. The assignment helps the tutor understand the purpose of the writing assignment. Comparing the assignment directions to what the student has written provides a starting point for the session.
- ❖ After a brief review of the assignment and student draft, the tutor and student will agree upon a focus for the session (e.g., thesis statement, organization, evidence). The student and tutor will then review the paper together, stopping to discuss portions related to the focus of the session. Throughout the session, the tutor will ask questions to solicit the student's ideas, reminding the student to write down ideas as they come. As they discuss problem areas, the tutor will help the student develop strategies for addressing the issues raised by the draft. The tutor will also point out what the student has done well and help him or her apply that strength elsewhere in the paper or activity.
- ❖ After reviewing a writing assignment with a student, the writing tutor will provide written feedback and verification of the session. The tutor will ask the student what issues he or she plans to address as a result of the session and make a note to that effect at the bottom of the session form. The form serves both as a revision guide for the student and as a source of feedback for instructors.

### Proofreading Policy

- ❖ Students frequently come to the Writing Center requesting a writing tutor to proofread a paper. Tutors do not proofread papers, nor is grammar the primary focus of essay review. Writing tutors will, however, assist students with questions about grammar, usage, and punctuation. After reviewing a student's writing, the tutor may identify one or two primary sentence level weaknesses and focus on those while guiding the student through the revision process. Tutors may also refer students to writing handouts, grammar websites, DLAs, and workshops to assist students with the skill-building process.

*Note: Writing Center tutors do not dictate content, edit, proofread, or co-author student papers, nor do they predict what sort of grade an assignment might earn. Tutors do not revise students' papers for them; tutors help students develop the skills and strategies they need to revise their own papers.*