Please check areas to be addressed (doable in a 30-minute session).

SPECIFIC AREAS TO WORK ON:

A. CONTENT:
   - Brainstorming topic
   - Organizing (outlining) the essay
   - Paragraphing
   - Formulating a clear premise
   - Staying with one focus
   - Transitions
   - Concrete support/clear examples
   - Introduction
   - Conclusion
   - Logical argument/avoidance of logical fallacies
   - Expansion of a topic
   - Real revision (not mere editing)
   - Creativity and originality
   - Word choices (power, appropriateness, avoidance of redundancy and clichés)
   - Diction
   - Appropriate, smooth use of quotations or paraphrases

B. GRAMMAR AND MECHANICS:
   - Run-on Sentences
   - Comma Splices
   - Sentence Fragments
   - Pronoun-Antecedent Agreement
   - Correct Pronoun Cases
   - Subject-Verb Agreement
   - Commas: Before a coordinating conjunction, after a dependent clause that starts a sentence, in a series, with conjunctive adverbs
     - Semicolons
     - Apostrophes (especially with possessives versus plurals and contractions)
     - Spelling of homonyms and homophones (affect/effect, accept/except, their/they’re/there, etc.)
     - Tenses and tense shifting
     - Proper use of MLA format in Works Cited
     - Proper use of MLA format in in-text citations
     - Other: _____________________________________________

TUTOR’S SIGNATURE/INITIALS: ____________________________________________

TUTOR’S COMMENT(S): _____ Covered  _____ Not fully covered  Other: __________________