

WRITING CENTER

FACULTY DIALOGUE FORM

Date:

Dear Professor

Your student, _____, has visited the Writing Center for assistance with his or her writing in _____ and has asked me to share this information with you.

During the session, the student and I focused on:

TUTOR'S COMMENTS:

HIGHER ORDER CONCERNS:

*thesis
organization
clarity
unity
paragraph development
supporting details
tone/voice
introduction
conclusion*

MIXED ORDER CONCERNS

*revising topic
generating ideas
determining audience
understanding purpose
transitions
ESL concerns
sentence structure*

LOWER ORDER CONCERNS:

*word choice
spelling
punctuation
grammar
documentation
other mechanics*

If you would like to discuss your student's writing needs, please feel free to contact us via email at writingcenter@messiah.edu.

Sincerely,

WRITING CENTER TUTOR