

# CADE

Center for Academic Development and Enrichment  
225 Alumni Hall 436-3010 [cade.oneonta.edu](http://cade.oneonta.edu)

## Priorities for Half-Hour Revision Consultations

We are not proofreaders, and we are not content experts; we will point out and explain problems in the student's writing, but the writer will take an active part in figuring out a solution.

**What is the assignment?** We will review the assignment sheet (if available) or the syllabus and help the student analyze the task. If this is an early conference (before draft), we will help the student plan the necessary steps in the writing process.

**What is the thesis?** We will help the student identify and strengthen the thesis statement.

### Review of the introduction

#### Review of paragraphs for

- ✓ Topic sentences and transitions
- ✓ Support of the thesis
- ✓ Internal organization
- ✓ Relevance
- ✓ Sufficiency

### Review of the conclusion

#### We will point out patterns of weakness in proofreading

- ✓ Review of only the first page or pages of draft for such errors as
- ✓ Fragments
- ✓ Run-on sentences
- ✓ Comma splices

If the paper is too long for a half-hour review, the tutor and student may focus on the introduction and conclusion, followed by a selection of body paragraphs.

If the student's needs cannot adequately be met in one review consultation appointment, the student should be advised either to sign up for a second appointment or register for a session of Comp 090, a non-credit-bearing course for individualized writing consultation.