

Updated 8/9/11: Suggested template for making contact with students when you are doing “virtual tutoring” for a class

Dear Writer,

My name is... I am [include comments about your background]. I will be your virtual tutor this semester. [Include a blurb about what you will/will not be doing (e.g., proofing, commenting on context, etc.)]

To help me understand where your paper stands at the moment, and how I can best assist you with your revisions, please send me a few specific questions/concerns about this draft.

Below is a list of a few sample questions based on your assignment objectives. But feel free to ask your own questions!

### Sample questions that you might ask your virtual tutor

How clear is my executive summary? Can you understand what methods I am using, and why I am writing this report?

How well does my introduction describe the main problem, and why it is important?

Would you be able to replicate the procedure based on my description of it? What is missing, if anything?

Is my discussion section clear? What works? What doesn't?

How well does the conclusion bring everything together? Is there anything in that section that seems to come out of nowhere?

Can you follow the progression of my ideas?

Where do you as a reader need more support or explanations?