

# Leech Lake Tribal College

## *Learning Center*

### Writing Conference Summary

Student Name \_\_\_\_\_ Date \_\_\_\_\_

First Year \_\_\_\_\_ Second Year \_\_\_\_\_ Major \_\_\_\_\_

Course name and number \_\_\_\_\_ Instructor \_\_\_\_\_

Assignment  
\_\_\_\_\_

Student wants a copy of the conference summary sent to instructor? \_\_\_\_\_

Writing Consultant \_\_\_\_\_

Student's concerns \_\_\_\_\_

### *Areas addressed*

### *Summary*

#### Prewriting

- Understanding Assignment
- Topic Selection
- Idea Generation

#### Composing

- Thesis development
- Paragraph development
- Support
- Intro/conclusion

#### Revision

- Organization
- Clarity/coherence
- Sentence Structure
- Word choice
- Transitions

#### Editing

- Grammar  
(specify) \_\_\_\_\_
- Punctuation
- Spelling
- Research/documentation
- Proofreading