

## **JBH Tutoring How We Work with Students**

### **Weekly meetings are the best way to realize the greatest gains in writing**

Based on our decades of experience and expertise in writing support, we know that students who make a commitment to work with us weekly show the greatest improvement in their writing. To that end, we require students to schedule weekly meetings with us.

### **How we work with students on writing assignments**

**Time to think. Time to write. Time to revise.**

Our method is to explore the writing assignment with students and provide them with feedback as they move through the writing process.

### **A few words about feedback**

We provide feedback to students regarding the assignment along with its organization, language use, sentence structure and overall tone. Although we evaluate a student's draft with respect to spelling and grammar and offer suggestions for improvement, the student should expect to proofread and check the draft carefully and continually throughout the writing process.

#### **What we WILL do:**

- help a student brainstorm
- encourage a student to explore different topics
- help organize a student's ideas
- help a student get "unstuck"
- review a student's draft in session
- provide feedback and suggestions on a draft regarding idea development, organization, word choice, tone, etc.
- identify grammar- and sentence-level errors in a draft and offer advice as to how to improve or correct them.

#### **What we WILL NOT do:**

- write (or rewrite) sentences, paragraphs or an entire essay
- guarantee that a paper will earn a specific grade or predict the grade
- read a draft with the guarantee that it is *completely* free of grammatical, spelling or word choice errors before it is submitted.

### **Session reports**

We will send you a brief description of our work with your student within three days after the session.

### **Cancellations: missed sessions and sudden illness**

We charge for missed sessions unless you or your student contacts us 24 hours in advance. We do not charge if school is cancelled due to snow (and we are happy to make up the session at the regularly scheduled time via Face Time/Zoom). Regarding a sudden illness, if your student wakes up sick on the day of a scheduled session, we will not charge for the session as long as we are contacted by 9 am in the student's home time zone.