

## CHECKLIST 1

	✓
Find out in advance whether it is a one-to-one session or if there are to be two or three of you involved. Don't be put off if it is a one-to-one session – this will give you a better chance to get more help.	<input type="checkbox"/>
Ask around to see if you are likely to have to read your essay or plan aloud or not – this can be a bit of a challenge if you are not prepared for it.	<input type="checkbox"/>
If you are receiving feedback on an essay or other written assignment, try to ignore the mark you got when you are preparing for the session. A very good or a disappointing mark can put you off asking what you really need to know.	<input type="checkbox"/>
Read through the work before the tutorial and prepare a series of questions. You can expect your tutor to lead some of the discussion, but it is far more useful to you if you have some questions ready, especially if you are nervous.	<input type="checkbox"/>
Compare this piece of work with other assignments that have been marked to see if you can see any patterns emerging. A tutorial is the best place to get help with any study skills problems you have (planning, grammar, formal writing and so on), but remember that the tutor will not have seen every piece of work that you have produced, and so will need some help from you in spotting these patterns.	<input type="checkbox"/>
If you are intending to develop the topic of study under discussion, perhaps to do a further course in this area or to do an extended project or dissertation in the same field, make this clear at the outset so that the tutor can advise you on how best to move forward and develop your ideas.	<input type="checkbox"/>
If it is a planning tutorial, ideally you will want to be ready with the most detailed plan you can make, but be willing to change your mind. Email your plan in advance so the tutor can prepare too.	<input type="checkbox"/>
Don't be afraid to take notes during the tutorial – it is so easy to forget most of what was said as soon as you leave the room. Be brave about asking questions if anything at all is unclear to you.	<input type="checkbox"/>
After the tutorial, work through the notes you have made: email the tutor for further help if anything is unclear.	<input type="checkbox"/>