



# PUBLIC SPEAKING TUTOR REQUEST FORM

Complete this form and then return/submit it to the PLTC. You will receive an email with your tutor's name. It will be your responsibility to contact the tutor and set up your first meeting.

Student Name \_\_\_\_\_ Class Yr \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_ @wellesley.edu

I would like to meet with a Public Speaking Tutor for the following reason(s): \_\_\_\_\_

I would like help with an oral presentation for the following course: \_\_\_\_\_  
(Name & Course #)

With what aspects of an oral presentation would you like help? (Check all that apply.)

\_\_\_\_\_ Determining the focus and main points

\_\_\_\_\_ Developing a clear organization for the information

\_\_\_\_\_ Grabbing the audiences attention

\_\_\_\_\_ Using my voice effectively

\_\_\_\_\_ Using appropriate body language

\_\_\_\_\_ Using visual aids

\_\_\_\_\_ Developing confidence and/or dealing with nervousness

\_\_\_\_\_ Other (Please explain) \_\_\_\_\_

What are your strengths when giving an oral presentation?

\_\_\_\_\_  
\_\_\_\_\_

What are your weaknesses?

\_\_\_\_\_  
\_\_\_\_\_

I would like to participate in class more effectively. Specifically, I would like to be able to:

\_\_\_\_\_  
\_\_\_\_\_

Other (Please explain.)

\_\_\_\_\_  
\_\_\_\_\_

**For PLTC staff use only:**

Tutor assigned \_\_\_\_\_ Phone \_\_\_\_\_

Student notified \_\_\_\_\_ Tutor notified \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

# The Tutee's Role in Tutoring

Wellesley peer tutors are knowledgeable, approachable, and patient. They are available to help students understand course material, to answer questions, and to offer suggestions for studying and learning. Please help them by following these *Tips for Tutees*:

## Come Prepared

- ❖ Bring all relevant material to the tutoring session (e.g. textbook, lecture notes, assignments, problems, lab books, paper drafts, past tests, etc.).
- ❖ Do the assigned reading and homework before the session.
- ❖ Set reasonable goals for both short and long-term work. Write them down. Share with the tutor and revise, if necessary.
- ❖ Have specific concepts or questions ready to discuss with the tutor.

## Actively Participate

- ❖ Ask the tutor to explain not only specific concepts but also how she studies for similar courses.
- ❖ Stop the tutor if she is going too fast or telling you too much.
- ❖ Don't be afraid to say "I still don't get it, let's do it again."
- ❖ Review the material on your own soon after the session.
- ❖ Talk with other students and consider participating in a study group.
- ❖ Do not expect the tutor to do your work for you!

**Don't wait until the last minute to get help for a test or assignment.**

**Attend all classes and take advantage of your professor's office hours.**

If you work with a drop-in tutor:

- Arrive early.
- Be patient while a tutor works with other students.
- Collaborate with other students while waiting for help.