Referral Form

To: *The Writing Tutor Staff*

From: *Instructor* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: *My Student* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I am referring my student to a writing tutor for extra assistance in the area(s) of:*

\_\_\_\_ Grammar/Punctuation \_\_\_\_ Transitional elements

\_\_\_\_ Clear thesis \_\_\_\_ Stronger development

\_\_\_\_ Proper organization \_\_\_\_ More sentence variety

\_\_\_\_ Stronger word choice \_\_\_\_ Integration of quotes/paraphrases

\_\_\_\_ Stronger introduction \_\_\_\_ Stronger conclusion

\_\_\_\_ MLA/APA formatting \_\_\_\_ Rhetorical aspects

\_\_\_\_ Citation \_\_\_\_ Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*To the Student*: Your instructor’s suggestions are meant to help you get the most out of your visit to the Writing Center. You are welcome to use the Center for other writing needs as well.

To use your time best, bring:

1. A pencil or pen. Tutors are not to act as editors who write in corrections, so you want to be ready to capture their suggestions and your realizations.

2. Any handouts and directions for the assignment. This is important so the tutor knows how best to help within the parameters of the teacher’s requirements.

3. Any writing –predraft work included—for the assignment. Have legible writing if you intend it to be read by a tutor, or be willing to read it out loud.

Tutor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_