

**English Department  
John Jay College of Criminal Justice**

***Writing Center Referral Form***

**Referring Professor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dear:** \_\_\_\_\_  
(student's name)

**In order to improve your writing, you should seek tutorial help in the Writing Center, located in Room 2450 in North Hall. Please take this form to the Center and make an appointment for tutoring.**

**To the Center Director or Tutor:**

**The above-named student is enrolled in \_\_\_\_\_ and  
(course, section)  
needs help in the following area(s).**

_____	<b>formulating a thesis, claim, or proposition</b>	
_____	<b>organization and paragraph development</b>	
_____	<b>essay planning and outlining</b>	
_____	<b>use of evidence</b>	
_____	<b>documentation</b>	
_____	<b>discipline specific writing</b>	
_____	<b>sentence boundaries (fragments, comma splices, run-ons)</b>	
_____	<b>irregular verbs</b>	
_____	<b>verb tenses, including "ed" endings</b>	
_____	<b>subject-verb agreement</b>	
_____	<b>pronoun agreement/reference</b>	
_____	<b>unity and coherence</b>	
_____	<b>punctuation</b>	<b>Tutor</b> _____
_____	<b>general style/diction</b>	<b>Date Seen:</b> _____
_____	<b>foreign interference/idioms</b>	
_____	<b>other (please specify)</b> _____	

**Dear Tutor: Please sign and return to my mailbox.**