

**The Writing Center
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 1.68 New Building. 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 _____ (course, section) and needs help in the following area(s).

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

_____ ******Student should be tutored by an ESL specialist***

Dear Tutor: Please sign and return to my mailbox.