

**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
- general style/diction
- other (please specify) \_\_\_\_\_

Tutor \_\_\_\_\_

Date Seen: \_\_\_\_\_

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

Dear Tutor: Please sign and return.

\_\_\_\_\_