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).

______ 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
______ foreign interference/idioms
______ other (please specify)________________________________________

Tutor____________________

Date Seen:________________

Dear Tutor: Please sign and return to my mailbox.