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.