



Online Writing Center

Referral Form

Instructor: _____ Student: _____

Course: _____ Date: _____

Assignment:

What skills should the student work on? Be as specific as you can. You may check from the following list and/or write your comments.

___ **Initial Planning**

- ___ grasping the assignment
- ___ narrowing the topic
- ___ generating a tentative thesis
- ___ mapping/outlining
- ___ other: _____

___ **Revising/Editing**

- ___ organization
- ___ focus
- ___ sentence structure
- ___ style (vocabulary, diction)
- ___ spelling
- ___ punctuation
- ___ resume/cover letter
- ___ other: _____

___ **Drafting and Development**

- ___ thesis
- ___ introduction
- ___ conclusion
- ___ body paragraphs
- ___ other: _____

___ **Research**

- ___ locating sources
- ___ narrowing research field
- ___ taking notes
- ___ using sources in essay body
- ___ citing sources
- ___ MLA/APA format
- ___ other: _____

___ **Basic Grammar**

- ___ subject-verb agreement
- ___ pronouns
- ___ prepositions
- ___ articles
- ___ verb conjugations
- ___ word form

Comments:
