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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________