

**Writing Center Referral Form**  
**Lee Hall 200**

**Student's Name** \_\_\_\_\_ **Date of Referral** \_\_\_\_\_  
**Instructor's Name** \_\_\_\_\_ **Class** \_\_\_\_\_  
**Assignment:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

**Restrictions:** \_\_\_\_\_

**After the student's session, would you like a copy of the completed referral form?**    **YES**    **NO**

**What to Work On:** \_\_\_\_\_ (to be filled out by tutor)  
(to be filled out by instructor)

**Focus:** \_\_\_\_\_  
\_\_\_\_\_ 1. Formulating a thesis \_\_\_\_\_  
\_\_\_\_\_ 2. Writing to/for a specific audience \_\_\_\_\_  
\_\_\_\_\_ 3. Awkward phrasing and expressions \_\_\_\_\_

**Organization:** \_\_\_\_\_  
\_\_\_\_\_ 1. Transitions \_\_\_\_\_  
\_\_\_\_\_ 2. Introduction \_\_\_\_\_  
\_\_\_\_\_ 3. Body \_\_\_\_\_  
\_\_\_\_\_ 4. Conclusion \_\_\_\_\_  
\_\_\_\_\_ 5. Paragraphs \_\_\_\_\_

**Development:** \_\_\_\_\_  
\_\_\_\_\_ 1. Topic Sentences \_\_\_\_\_  
\_\_\_\_\_ 2. Relating paragraphs to paper's focus \_\_\_\_\_  
\_\_\_\_\_ 3. Details \_\_\_\_\_  
\_\_\_\_\_ 4. Developing ideas \_\_\_\_\_

**Mechanics:** \_\_\_\_\_  
\_\_\_\_\_ 1. Run-ons and fragments \_\_\_\_\_  
\_\_\_\_\_ 2. Subject-verb agreement \_\_\_\_\_  
\_\_\_\_\_ 3. Shifts in verb tense \_\_\_\_\_  
\_\_\_\_\_ 4. Pronoun reference \_\_\_\_\_  
\_\_\_\_\_ 5. Spelling \_\_\_\_\_  
\_\_\_\_\_ 6. Other punctuation: \_\_\_\_\_

**What We Worked On:**

**Instructor's Comments/ Other** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's signature** \_\_\_\_\_

**Tutor's Comments/ Other** \_\_\_\_\_  
\_\_\_\_\_

**Tutor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_