**Writing Center Referral Form**

Date of Referral:  **/ /**

*Please do not send a student to the English Language Center with their 1st drafts. Your direct feedback on the 1st drafts is vital for them and us to follow up. Besides, the student is still required to make an online appointment with us for the tutorial.*

**Professor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student’s E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please describe the assignment:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please indicate the areas in which you would like the student to receive tutoring:**

*(Note: We can only work on 1-3 most serious problems that the student has in every 20-min tutoring session.)*

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| --- | --- |
| **Grammar and Usage** | **Essay Development** |
| \_\_\_\_ subject-verb agreement | \_\_\_\_ thesis development |
| \_\_\_\_ pronouns | \_\_\_\_ development of supporting ideas |
| \_\_\_\_ modifiers (please specify) \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_ paragraph sequence  \_\_\_\_ internal paragraph cohesion |
| \_\_\_\_ tenses | other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_ word form |  |
| \_\_\_\_ clauses (please specify) \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Structure** *(whether the essay is missing any of the followings)* |
| \_\_\_\_ sentence fragments | \_\_\_\_ thesis  \_\_\_\_ topic sentences  \_\_\_\_ introduction  \_\_\_\_ conclusion  other: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_ MLA/APA Format**  **ELC Instructor’s Feedback**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| \_\_\_\_ comma splices / run-on sentences |
| \_\_\_\_ punctuation (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **Professor’s Comments**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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