

English Department
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 2450 in North Hall. 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
 - _____ organization and paragraph development
 - _____ outlining and essay planning
 - _____ sentence boundaries (fragments, comma splices, run-ons)
 - _____ irregular verbs
 - _____ verb tenses, including "ed" endings
 - _____ subject-verb agreement
 - _____ pronoun agreement/reference
 - _____ unity and coherence
 - _____ punctuation
 - _____ spelling
 - _____ plurals
 - _____ foreign interference/idioms
 - _____ documentation
 - _____ other: _____
- Tutor: _____
- Date seen: _____

Dear Tutor: Please sign and return to my mailbox.