

UR Writing Center Referral Sheet

Note to Instructors and Students: A referral to the Writing Center should not be considered a punishment for poor work. This form will guide tutors in making the most appropriate suggestions and in providing timely consultations with writers. Writers may schedule appointments at <http://writing.richmond.edu>

When making a referral for a student, please return a copy of this sheet to me through campus mail. You may also wish to give the student a copy. Please be as specific as possible, adding details at the bottom and the back of this form.

Joseph J. Essid, UR Writing Center Director

Student Referred:
Instructor:

Date:
Course:

Please describe your assignment (or attach a copy):

Please add any details here that will assist tutors:

Planning and Invention

Finding an initial question _____
Defining an audience _____

Formulating a Thesis _____
Exploring a topic _____

Support and Argumentation

Supporting a thesis with evidence _____
Providing analysis of topics _____

Focusing an argument _____
Using effective arguments for topic _____

Documentation

Using long quotations _____
Incorporating quotations _____
Problems with system of documentation _____ (please specify below)

Using short quotations _____
Using paraphrases _____

Paragraphing and Coherence

Problems with topic sentences _____
Faulty or missing transitions _____
Difficulty with introduction _____

Digressions in paragraphs _____
Abrupt changes of subject _____
Difficulty with conclusion _____

Voice, Style, Grammar

Inappropriate voice or style _____
Excessive use of weak verbs or passive voice _____
Difficulties with punctuation _____ (please specify below)
Problems with diction, usage, or spelling _____ (please specify below)
Difficulties with grammatical rules _____ (please specify below)

Run-on sentences _____
Second-Language difficulties _____