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: Date:  
Instructor: 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_____ Formulating a Thesis_____  
Defining an audience_____ Exploring a topic_____  
__________________________________________________________________________________

Support and Argumentation

Supporting a thesis with evidence_____ Focusing an argument_____  
Providing analysis of topics_____ Using effective arguments for topic_____  
__________________________________________________________________________________

Documentation

Using long quotations_____ Using short quotations_____  
Incorporating quotations_____ Using paraphrases_____  
Problems with system of documentation _____ (please specify below)  
__________________________________________________________________________________

Paragraphing and Coherence

Problems with topic sentences_____ Digressions in paragraphs_____  
Faulty or missing transitions_____ Abrupt changes of subject_____  
Difficulty with introduction_____ Difficulty with conclusion_____  
__________________________________________________________________________________

Voice, Style, Grammar

Inappropriate voice or style_____ Run-on sentences_____  
Excessive use of weak verbs or passive voice_____ Second-Language difficulties_____  
Difficulties with punctuation_____ (please specify below)  
Problems with diction, usage, or spelling_____ (please specify below)  
Difficulties with grammatical rules____ (please specify below)