ALC

Atrium Learning Center
Writing Initiative

REFERRAL FORM

R: LG27
P: 718.260.5874

NAME OF STUDENT:

COURSE:

REFERRING INSTRUCTOR:

ASSIGNMENT:

DATE:

Instructions (Please check as many as apply)

☐ Please give this student general instruction in the areas indicated below

☐ Please help this student to revise papers I have already graded

☐ Please help this student with

☐ Planning   ☐ Revising   ☐ Editing   ☐ Other _____

_____

Prewriting

☐ Clarifying the assignment
☐ Brainstorming/outlining
☐ Generating/narrowing a topic
☐ Other

_____
_____

Development

☐ Introduction
☐ Thesis
☐ Topic sentence
☐ Paragraph development
☐ Evidence/source
☐ Analysis/warrant
☐ Coherence
☐ Sentence variety
☐ Transitions
☐ Conclusion
☐ Other

_____

Research

☐ Locating sources
☐ Narrowing research field
☐ Taking notes
☐ Using/citing sources
☐ Analyzing sources
☐ MLA/APA format
☐ Other

_____
_____

Language

☐ Cohesion between paragraphs
☐ Sentence clarity
☐ Creating complex sentences
☐ Active vs passive voice
☐ Style
☐ Other

_____

Mechanics

☐ Sentence fragment
☐ Pronoun/reference
☐ Tense
☐ Agreement
☐ Punctuation
☐ Possessives
☐ Prepositions
☐ Comma splice or run-on sentence
☐ Articles
☐ Subordination
☐ Capitalization
☐ Misplaced modifiers
☐ Other

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Comments for Student and/or Instructor

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