

WRITING TUTORIAL REFERRAL FORM FOR ENGLISH TEACHERS

**Adapted from Prof. Michael Bobkoff's Form

Student's Name: _____ **Semester:** FALL 2011 SP 2012 SUM 2012

Professor: _____

Please check areas to be addressed (doable in a 30-minute session).

SPECIFIC AREAS TO WORK ON:

A. CONTENT:

- _____ Brainstorming topic
- _____ Organizing (outlining) the essay
- _____ Paragraphing
- _____ Formulating a clear premise
- _____ Staying with one focus
- _____ Transitions
- _____ Concrete support/clear examples
- _____ Introduction
- _____ Conclusion
- _____ Logical argument/avoidance of logical fallacies
- _____ Expansion of a topic
- _____ Real revision (not mere editing)
- _____ Creativity and originality
- _____ Word choices (power, appropriateness, avoidance of redundancy and clichés)
- _____ Diction
- _____ Appropriate, smooth use of quotations or paraphrases

B. GRAMMAR AND MECHANICS:

- _____ Run-on Sentences
- _____ Comma Splices
- _____ Sentence Fragments
- _____ Pronoun-Antecedent Agreement
- _____ Correct Pronoun Cases
- _____ Subject-Verb Agreement
- _____ Commas: Before a coordinating conjunction, after a dependent clause that starts a sentence, in a series, with conjunctive adverbs
- _____ Semicolons
- _____ Apostrophes (especially with possessives versus plurals and contractions)
- _____ Spelling of homonyms and homophones (affect/effect, accept/except, their/they're/there, etc.)
- _____ Tenses and tense shifting
- _____ Proper use of MLA format in Works Cited
- _____ Proper use of MLA format in in-text citations
- _____ Other: _____

TUTOR'S SIGNATURE/INITIALS: _____

TUTOR'S COMMENT(S): _____ Covered _____ Not fully covered Other: _____
