WRITING TUTORIAL REFERRAL FORM FOR ENGLISH TEACHERS
**Adapted from Prof. Michael Bobkoff’s Form

Student's Name: ___________________________________ Semester:__________

Professor: ________________________________________

Key areas addressed in approximately a 30-minute session.

SPECIFIC AREAS TO WORK ON:

A. CONTENT:
   _____ Brainstorming topic
   _____ Organizing (outlining) the essay
   _____ Paragraphing
   _____ Formulating a clear premise/thesis
   _____ 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: __________________
_____________________________________________________________________________

PROFESSOR’S COMMENTS: