

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:**