

Reading and Writing Center CG 409 (Godwin Building)
(703) 323-3341

Writing Center Referral Form

Note to Instructor: Please give this form to students who you think should utilize our free tutoring and self-guided software services.

Note to Student: Be sure to make an appointment prior to visiting the Reading and Writing Center. You can make an appointment to see a tutor by calling us or stopping in. Tutors will not edit or proofread your papers, so they will not “fix” your writing for you. They will work with you, however, as you learn to find your own repeated grammar mistakes.

Student’s Name: _____ Date: _____

Instructor’s name and email address: _____

Course Number and Title: _____

Note: The Reading and Writing Center serves CE ESL students in levels D&E and Credit ESL students in ESL 6,12, 13 and 17. ESL students in other courses should visit the ESL Center.

This student needs help in the following areas:

Reading Locating Main Ideas _____ Locating Detail _____ Summarizing _____ Vocabulary in Context _____
Connecting Ideas/ Finding Relationships _____ Active Reading Strategies _____

Prewriting Selecting a topic _____ Generating Ideas _____ Knowledge of Audience _____
Other _____

Writing Focus/Thesis _____ Organization _____ Development _____ Paragraphing _____
Topic Sentences _____ Other _____

Sentences Recognizing Fragments _____ Recognizing Run-Ons _____ Awkwardness _____
Variety _____ Voice _____ Parallelism _____ Other _____

ESL Articles _____ Phrasal Verbs _____ Coordination/subordination _____ Conditionals _____
Verb Tenses _____ Subject/ Verb Agreement _____ Gerunds/ Infinitives _____

Mechanics Punctuation _____ Capitalization _____ Spelling _____ Other _____

This student should _____ use the software offerings or _____ see a tutor.