

Xavier Writing Center

STUDENT REFERRAL FORM

The XAVIER WRITING CENTER is located in the Administration Annex, Room 105. It is open Monday-Thursday, 9:00 a.m.—8:00 p.m.; Friday, 9:00 a.m.— 5:00 p.m.; and Saturday, 9:00 a.m.—2:00 p.m. Come in at any time within these hours. *Bring* this form with you. We will schedule a time for you to work with one of our Writing Center staff members or student tutors. You will not be graded on the work you do in the Writing Center, but a report on your attendance and progress will be sent to your instructor. Coming to the Writing Center may make the difference between failing and passing a course.

Please bring the paper with which you need help and/or the assignment sheet for the paper.

_____ (Student's name) has been

_____ recommended to register at the Writing Center

_____ required to register at the Writing Center

by: _____ Instructor

_____ Course & Section Number

TO INSTRUCTOR Please detach and send the bottom pan of this page to the Writing Center via campus mail, Box 72A.

_____ Date

_____ (Student's name) has been

_____ recommended to register at the Writing Center

_____ required to register at the Writing Center

by: _____ Instructor

_____ Course & Section Number

STUDENT REFERRAL FORM—AREAS TO BE COVERED

Please check each item with which the student needs help:

GRAMMAR, MECHANICS, AND USAGE

- | | |
|-----------------------------------|---------------------------|
| _____ subject-verb agreement | _____ spelling |
| _____ comma splices | _____ pronoun agreement |
| _____ sentence fragment | _____ modification errors |
| _____ pronoun reference errors | _____ verb forms |
| _____ run-on (or fused) sentences | _____ shift in verb tense |
| _____ faulty parallelism | _____ shift in person |
| _____ possessives | _____ punctuation |
| _____ other _____ | |
| _____ | |

COMPOSING SKILLS

- | | |
|---------------------------------------|--------------------------|
| _____ writing thesis statements | _____ essay organization |
| _____ writing topic sentences | _____ unity |
| _____ essay development | _____ sentence variety |
| _____ paragraph development (support) | _____ sentence clarity |
| _____ paragraphing | _____ use of transitions |
| _____ paragraph organization | _____ outlining |
| _____ other _____ | |
| _____ | |

Check as many as apply:

- _____ Please give this student instruction in the areas indicated above.
- _____ Please help this student to revise paper(s) I have already graded.
- _____ Please help this student to plan/ revise assigned paper(s).

_____ Instructor