

**TEACHING AND LEARNING CENTER'S WRITING
REFERRAL FORM**

To: **Anne D. Reeves, Writing Tutor**

Date: _____

Instructor: _____

Student: _____ needs work in the following areas:

Essay Writing

Documentation

Generating ideas _____

Paraphrasing _____

Outlining _____

Quotations _____

Organization _____

Works cited _____

Thesis Statement _____

Style _____ (MLA, APA, Chicago)

Transitions _____

Opening / Closing paragraphs _____

Grammar/Mechanics

Fragments _____

Run-ons / comma splice _____

Punctuation (commas, semi-colons, etc.) _____

Pronoun / Antecedent agreement _____

Passive voice _____

Sentence construction _____

Other comments:

The TLC is located in Warf 237, 540-1302.

Tutoring hours are Monday-Friday, 8am-4pm.

E-mail questions to areeves2@columbiastate.edu

Note to Faculty: referral form can be found on the **TLC** website