

# WRITING AND SPEAKING TUTORIAL SERVICES

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## Referral Form

Please copy this form and have your student bring the completed form to the tutor when s/he visits.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Course Title/Number \_\_\_\_\_ Department/College \_\_\_\_\_

*Typically, tutors have 25 minutes per session to assist your student. From the list below, please indicate the areas in which you would like the student to work.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Understanding the assignment    | <input type="checkbox"/> Forming clear sentences and/or paragraphs | <input type="checkbox"/> Citing sources  |
| <input type="checkbox"/> Generating and supporting ideas | <input type="checkbox"/> Editing for grammar and punctuation       | <input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Developing an argument          | <input type="checkbox"/> Transitions or cohesion                   |  |
| <input type="checkbox"/> Clarifying the focus or message | <input type="checkbox"/> Word choice                               |  |
| <input type="checkbox"/> Understanding audience          | <input type="checkbox"/> Non-native speaker difficulties           |  |
| <input type="checkbox"/> Organizing ideas                | <input type="checkbox"/> Avoiding wordiness                        |  |
|  | <input type="checkbox"/> Using quotations                          |  |

Additional information or comments:

*If you have any questions or concerns about Writing and Speaking Tutorial Services, contact Marcia Toms, Coordinator, at: Marcia\_Toms@ncsu.edu or 513-7829  
Visit our website at [www.ncsu.edu/tutorial\\_center/writespeak.html](http://www.ncsu.edu/tutorial_center/writespeak.html)*