**Guided Tutorial in Writing Referral**

***For ongoing support in writing***

**Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Professor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Major Areas to Work on (please check all that apply):**

\_\_\_\_\_\_ **Focus/Thesis:** Focus—appropriate for length of the paper; Thesis/hypothesis—specific, appropriate to disciplines, and answers “so what?”

**\_\_\_\_\_\_ Organization:** Organizational strategy/pattern of development—appropriate for assignment, genre, discipline; Introduction—engages reader, sets up paper, meets expected standards of assignment/discipline; Transitional words/phrases—links paragraphs in a seamless way; Conclusion/end material—engages reader, brings discussion to a close, avoids unnecessary summary, meets assignment/discipline expectations.

**\_\_\_\_\_\_ Paragraphs/Development:** Unified—a single main idea for each paragraph; Developed—sufficient support (examples, details, statistics or other forms of evidence) and thoughtful insights or various viewpoints; Coherent—logical and orderly progression of ideas within each paragraph connect to each other and to the thesis or governing idea

**\_\_\_\_\_\_ Source Material and Documentation:** Relevant (sources); Supports argument; Integrated (introduced and blended); In-text citations; Works cited/reference page

**\_\_\_\_\_\_ Sentence Structure and Style:** Style—clear, concise, varied, and complex sentences; Diction—strong vocabulary & appropriate word choice; Syntax—correct sentence structure and word order

**\_\_\_\_\_\_ Sentence Correctness:** Grammar—work on verb tense, subject-verb agreement, pronouns, articles, etc.; Punctuation & Mechanics—avoiding punctuation errors, fragments, comma splices, run-ons

**\_\_\_\_\_\_Other or Additional Areas:**

**Recommended Plan:** (e.g., number of recommended Writing Center appointments, revision requirements, due dates, and other considerations or criteria)

**Outcomes/Consequences of Completing the Plan:**

**Agreement:**

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor’ s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return the completed form to the Sagan ARC in Corns 316 or email to Martine Stephens at mlstephe@owu.edu**