

## Referral Form: Conditional “U” 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:** Clear, concise, varied, and complex (sentences); Diction (word choice)/mature vocabulary; Syntax (sentence structure)

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

### Additional Comments:

\_\_\_\_\_

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

### Agreement:

Student's signature: \_\_\_\_\_ Instructor's signature: \_\_\_\_\_

**Return the completed form to the Academic Resource Center, Corns 316**