



**THE CCNY WRITING CENTER @**  
 THE SAMUEL RUDIN ACADEMIC RESOURCE CENTER  
 NAC Building, Amsterdam Ave Plaza, 3rd Floor South,  
 New York, NY 10031  
 212-650-8104

**Writing Center Referral Form**

Referring Professor: \_\_\_\_\_

Date: \_\_\_\_\_

Dear: \_\_\_\_\_  
 (Student's name)

In order to improve your writing, you should seek tutorial help in the Writing Center located in the Samuel Rudin Academic Resource Center. Please take this form to the center and make an appointment for writing consultation.

To the Center Director or Writing Consultant:

The above student is enrolled in \_\_\_\_\_ and needs help in the following area(s).

- \_\_\_\_\_ Formulating a thesis
- \_\_\_\_\_ Organization and paragraph development
- \_\_\_\_\_ Outlining and essay planning
- \_\_\_\_\_ Sentence boundaries (fragments, comma splices, run-ons)
- \_\_\_\_\_ Irregular verbs
- \_\_\_\_\_ Verb tenses, including "ed" endings
- \_\_\_\_\_ Subject-verb agreement
- \_\_\_\_\_ Pronoun agreement/ reference
- \_\_\_\_\_ Unity and coherence
- \_\_\_\_\_ Punctuation
- \_\_\_\_\_ Spelling
- \_\_\_\_\_ Plurals
- \_\_\_\_\_ Foreign interference/ idioms
- \_\_\_\_\_ Documentation
- \_\_\_\_\_ Other: \_\_\_\_\_

Writing Consultant: \_\_\_\_\_

Date seen: \_\_\_\_\_

**Dear Tutor: Please sign and return to my mailbox.**