

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
WRITING TUTOR REFERRAL FORM

CAPSTONE PAPER

FALL 2004

Please refer student to work with a writing tutor at the following locations:

- LRC (Learning Resource Center)**
SSB (Student Services Building), Room 414 Phone: 677-2033

- ASC Writing: Prof. Sandra Jackson**
Room: ST (Sierra Tower) 425 Email: sandra.jackson@csun.edu
Hours: Tuesdays: 12:30 pm—2:30 pm Phone: 677-0916
 Thursdays: 12:30 pm—2:30 pm
 Fridays: By Appointment—please email me to arrange an appointment.

Name of Student: _____ **Class:** _____

Name of Teacher: _____

Student should work on the topics as indicated below: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Analyzing the assignment/audience/purpose | <input type="checkbox"/> Avoiding repetition |
| <input type="checkbox"/> Developing ideas | <input type="checkbox"/> Avoiding sentence fragments |
| <input type="checkbox"/> Writing a clear thesis | <input type="checkbox"/> Avoiding run-on sentences |
| <input type="checkbox"/> Writing an outline | <input type="checkbox"/> Revising vocabulary |
| <input type="checkbox"/> Organizing ideas | <input type="checkbox"/> Using active voice |
| <input type="checkbox"/> Writing topic sentences | <input type="checkbox"/> Keeping tenses consistent |
| <input type="checkbox"/> Using transitions | <input type="checkbox"/> Using correct forms of verbs |
| <input type="checkbox"/> Developing paragraphs | <input type="checkbox"/> Maintaining subject-verb agreement |
| <input type="checkbox"/> Adding details or examples | <input type="checkbox"/> Keeping nouns/pronouns consistent |
| <input type="checkbox"/> Revising introduction and/or conclusion | <input type="checkbox"/> Editing for Punctuation |
| <input type="checkbox"/> Citing sources | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Using quotations correctly | _____ |
| <input type="checkbox"/> Writing clear sentences | _____ |

To be filled out by Tutor:

Name of Tutor: _____ **Tutor Signature:** _____

Date of tutoring session : _____ **Time:** From _____ to _____

Tutor comments (optional): _____
