

ADELPHI UNIVERSITY WRITING CENTER

Earle Hall - lower level • ph: 516.877.3296 • http://students.adelphi.edu/writingcenter • writingcenter@adelphi.edu

Referral Letter

To: _____ / _____ / _____
Student's full name Student ID # Date

I (recommend / require) that you visit the Writing Center to meet with a peer writing tutor. Please be sure to discuss the following aspects of your writing as indicated:

Ideas

- defining questions
- developing an argument
- developing ideas
- understanding the difference between analysis and summary

Evidence and Argument

- integrating evidence
- writing with purpose and authority
- writing coherent paragraphs
- using quotations
- employing appropriate voice and tone
- presenting a logically developing argument

Conventions

- run-on sentences
- sentence-level clarity
- subject/verb agreement
- citation conventions (MLA, APA, Chicago, etc.)
- other: _____
- sentence fragments
- word choice
- verb tenses

Process

- organization and planning
- drafting
- researching

Specifically, I would like you work on the following: _____

I (have / have not) attached a copy of the assignment to this letter, and I (would / would not) like a copy of the tutor's report after the visit.

Sincerely,

Instructor's name Course name

Instructor's signature Department and course number

<i>For Writing Center use only:</i>		
appt date/time: _____	tutor: _____	copy of report sent? <input type="checkbox"/>