Referring Faculty Member: ____________________________ Course: ____________________________

Student Name: ___________________________________________ Date: __________________________

In reviewing this draft of your paper, I am recommending that you seek the assistance of a Writing Specialist in the Academic Support Center to review the following areas of your paper:

☐ Thesis/Focus/Significance (e.g., Is the thesis framed in response to a question or problem?)

☐ Evidence/Support/Analysis (e.g., Is relevant evidence provided to support all claims and assertions?)

☐ Clear Communication of Meaning (e.g., Can the basic points of the argument or text be understood clearly?)

☐ Cohesion/Organization/Flow (e.g., Do topic sentences set up the purpose and content of each paragraph?)

☐ Synthesis/Integration (e.g., Does the author integrate her/his insights into the paper’s broader discussion?)

☐ Style/Diction/Tone (e.g., Is the overall tone, or attitude, of the paper appropriate to the audience?)

☐ Response to Writing Prompt (e.g., Does the paper fulfill all the requirements specified in the assignment?)

☐ Language/Proofing (e.g., Does the writing demonstrate a basic command of grammar and punctuation?)

☐ Citation Style (e.g. Is the proper citation style correctly implemented throughout the paper?)

**Referring Faculty:** Please provide any additional suggestions in terms of topics you would like to be addressed during an appointment with a Writing Specialist to review this paper:

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Date of Appointment: ____________________________ Length of Appointment: __________________

Writing Specialist Assigned: ___________________________________________________________