

**Santa Fe College
Writing Lab Referral Form**

Student _____ **Date of Referral** _____

Instructor _____ **Course/Section** _____

Assignment _____

Student: *If you need help with writing, you will need to make an appointment by visiting the lab in G-006 or by calling 352-395-5390. If you need help with grammar, please come to the lab and ask for help.*

Instructor: *Please check only **one or two** of these items to cover in a conference (by appointment). You will receive a form to indicate that the student attended a conference.*

Pre-Writing:

- Brainstorming
- Outlining
- Thesis Statement

Body Paragraphs:

- Topic Sentences
- Development
- Support

Content Development:

- Introductions/Conclusions
- Sentence Structure/Clarity
- Analysis/Summary
- Research Strategies
- Integrating Sources
- Other: _____

Help with the following skills does not require an appointment. Please check the areas in which the student needs tutoring.

Documentation

- MLA
- APA
- Other: _____

Grammar/Punctuation: (Please specify skills.):

Additional Comments:

***The Writing Lab tutors focus on long-term writing development;
they do not proofread or edit papers.***