Name of student: __________________________ Course: __________________
Referring instructor: ________________________ Date: __________________

Please assist the student in:

**Prewriting:**
- ____ selecting a topic
- ____ generating ideas
- ____ identifying audience
- ____ clarifying purpose
- ____ other (specify)

**Developing a draft:**
- ____ structuring an outline
- ____ thesis paragraph development
- ____ selecting evidence
- ____ introduction/conclusion
- ____ other (specify)

**Revising a draft:**
- ____ organization
- ____ clarity and coherence
- ____ supporting detail
- ____ word choice
- ____ transitions
- ____ other (specify)

**Editing a draft:**
- ____ style and wording
- ____ grammar and usage
- ____ punctuation
- ____ citation forms
- ____ other (specify)

Comments: