



Adrian College Writing Center

Writing Center Intake Form

Directions: Before your consultation with a tutor, please fill out the following information.

Student Name _____ **Instructor & Course Name** _____

Contact info (phone or email) _____ **Assignment Due Date** _____

Class Rank: Freshman Sophomore Junior Senior Other

Major:

Is this your first visit to the Writing Center? Yes No

Drop in or Appointment (circle one)

Referred to Writing Center by: Self Instructor Peer
Coach Academic Services Other (explain):

Please bring a copy of your writing assignment to the consultation; if you don't have it, describe the assignment as you understand it below.

Select no more than two of the following that you would like to focus on in your 30 minute writing consultation today (and rank in order of importance in case time limits what can be addressed).

- Invention (discussing assignment, prewriting strategies, generating ideas, outlining, understanding purpose and audience)
- Drafting /Revising (thesis/focus; paragraphs for introduction, body, and/or conclusion; idea development; building arguments; effective summary/analysis; strategies for drafting/revising)
- Organizing (supporting a thesis, patterns of organization, connecting ideas, cohesion, unity, transitions)
- Mechanics/Style (spelling; subject-verb agreement; tense shifts; pronoun usage; punctuation; sentence fragments; run-ons; editing strategies; diction; active/passive voice; sentence variety; tone)
- Research (finding sources; evaluating sources; citing sources; documentation styles)
- Other (explain):

After your Writing Center consultation, please indicate what strategies/goals you plan to work on: