

Writing Lab Referral Form

Student's name:

Date:

Instructor's name:

Level: PF/ FP/Embedded

Course Number:

Instructor: Your students can make online appointments with us by going to <http://writinglab.qu.edu.qa/>. They can bring this "Referral Form" along with them on the day of the appointment to the Writing Lab locations mentioned below. Our hours are from **7:30 a.m. to 2:30 P.M.** Please contact us at **4403 5984** or email writinglab@qu.edu.qa for any queries.

Female Writing Lab location: Faculty Office Building, 3rd floor (Offices 316-335)

Male Writing Lab location: Faculty Office Building, 3rd floor (Offices 354-355)

Kindly indicate (highlight or check) on the list below the areas you want our Peer Tutors/ Writing Specialists to discuss with your students.

Writing Skills:

☐ Planning

☐ Thesis/ Topic Sentence

☐ Introduction/ Conclusion

☐ Organization

☐ Support for Arguments

☐ Specific Details, examples, etc.

☐ Transitions/ Coherence

☐ Summarizing/ Paraphrasing

☐ Plagiarism

☐ Citation

☐ Use of Quotations

☐ Evaluation Sources

☐ APA format

☐ Documenting Sources in APA

☐ Other : _____

Grammar and Mechanics:

☐ Fragments

☐ Comma Splices/Fused Sentences

☐ Redundancy

☐ Subject/Verb Agreement

☐ Commas

☐ Verbs

☐ Spelling

☐ Different Types of Clauses

☐ Conjunctions

☐ Pronouns

☐ Parallelism

☐ Other: _____

Comments:

If you would like to receive a notification of attendance for your student Y ☐ N ☐, please provide us with your email below. (Depending on the Writing Lab traffic, you will receive the notification between 1- 24 hours after the session.)

Teacher's email: