Instructor’s or Advisor’s Response (optional)  
to Writing Center Conference Reports

Date: _______________

Mail To: Writing Center  
Dept. of English, Mailcode: 4503

From: ______________________,  (Name of Writing Center Tutee’s Instructor or Advisor)  
_____________________________ (Department and Mail Code)

Tutor: ______________________

Re: The Writing Center work of the following student _____________________________  
in the following course __________________________________________________________________

_____ For the following writing assignment: ________________________________,  
this student needs to work on _____________________________________________

______________________________

_____ I would like to talk with you about this student’s writing problems. My office hours are  
_____________________________. My office phone # is ________________________.

_____ To clarify a particular writing assignment, I am attaching the assignment sheet or a relevant handout.

_____ General Comments:
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