

**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:**

