**Intake Form for online feedback at THE WRITE PLACE/TWP session log**

**Email us here: writeplaceonline@kings.uwo.ca**

Please fill out the details below (in **Word format**), and **attach this document to your email to us**. In doing so, you are acknowledging your awareness that we provide **writing feedback,** not proofreading services. **Our records are confidential;** if you want your professors to know you’ve received this feedback, please **ASK us to notify them (see below).** Note: we cannot interpret your assignment for you; **if you have questions, please ask your professor. We will get back to you in 2-3 business days.**

**To be filled by student:**

Your name:

Your student number:

Your UWO email:

Assignment title (**please attach assignment**!):

Subject and course number (e.g.: CSI 1025F):

Should we notify your prof? (Yes/No): If yes, your prof’s email:

Your notes/requests:

**Feedback (please see also your paper for specific comments) and Session log (To be filled by tutor)**

**Argument and thesis:**

**Structure:**

**Research:**

**Grammar and style:**

**Citation/Formatting:**

**Overall notes:**

**We hope you find this feedback helpful!**

**Tutor’s name:**