



Ratcliffe, Harrison &lt;hhratcliffe@smcm.edu&gt;

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**Fwd: SMCM Writing & Speaking Center Report**

1 message

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**Alan Jamieson** <acjamieson@smcm.edu>  
To: hhratcliffe@smcm.edu

Sun, Dec 9, 2018 at 10:32 AM

Begin forwarded message:

**From:** SMCM Writing & Speaking Center <apheatwole@smcm.edu>  
**Date:** December 6, 2018 at 6:58:48 PM EST  
**To:** acjamieson@smcm.edu  
**Subject:** SMCM Writing & Speaking Center Report  
**Reply-To:** SMCM Writing & Speaking Center <apheatwole@smcm.edu>

**SMCM Writing & Speaking Center Report**

**Client:** Harrison Ratcliffe  
**Staff or Resource:** India  
**Date:** December 6, 2018, 6:30pm - 7:00pm

**Assignment:** Research Paper;

**If Other, fill in assignment here:**

**What was the nature of this appointment?:** written expression

**Did this appointment pertain to an SMP or senior seminar?:** no

**The student was:** on time or nearly on time

**The student requested assistance with the following step of the process:** Addressing Sentence-Level Concerns;

**If Other, fill in process step here:**

**The student and I approached these concerns by:** Reading a draft or key sections of a draft;

**If Other, fill in approach here:**

**To address the student's concerns, we discussed the following tips, strategies, guidelines, conventions, and/or ideas (list them):** -Splitting up overly long paragraphs by looking for a natural shift in focus

-Adding and removing commas when necessary based on grammatical rules

-Maintaining verb tense and changing it to better fit the ideas of the paper

-Explaining terms that may not be known by the reader or changing the wording to be more clear

**I suggested the following resources (list them):**

**I suggested the student ask the professor about:**

**Additional Notes:**