

Academic support programmes

Frequently asked questions

Academic writing tutorial service

Do you still offer 'drop-in' tutorial sessions?

No, we can no longer offer academic writing tutorials on a 'drop-in' basis. The tutorial service operates entirely by appointment.

I want to make an academic writing tutorial appointment – what do I need to do?

Before we can offer you a choice of appointment slots, you must submit your writing sample. This can be any piece of academic work done in the past or it can be something you are working on at the moment – a literature review, a lab report, an introduction, a conclusion or other part of an assignment. Go to <http://www.ulc.manchester.ac.uk/english/academicsupport/tutorial-service/> for full information on how the service operates.

I would like to book an appointment (no sample attached) – please can you help me?

I will be very happy to make an appointment for you to see one of our tutors but first I need a sample of your writing. You will find for details of how the academic writing tutorial service operates at <http://www.ulc.manchester.ac.uk/english/academicsupport/tutorial-service/>. Your writing sample can be any piece of academic work done in the past or it can be something you are working on at the moment – a literature review, a lab report, an introduction, a conclusion or other part of an assignment, etc.

Please could you review my assignment (attached)?

I will be happy to make an academic writing tutorial appointment for you but first I need to clarify that you are looking for the detailed advice and feedback provided by our tutors on academic writing style. If so, I will send you a choice of appointment slots for you to choose from. If you are looking for someone to **proof-read / correct** your assignment, I can only suggest that you check student noticeboards around the campus for proof-readers advertising their services. Alternatively, you could try the Students Union who may know of individuals advertising a proof-reading service.

Can you proof-read / correct my assignment for me?

We do not provide a proof-reading / correction service. At this time, I can only suggest that you check student noticeboards around the campus for proof-readers advertising their services. Alternatively, you could try the Students Union who may know of individuals advertising a proof-reading service.

Do I need to do a proficiency test to access the academic writing tutorial service?

No.

If I am a North campus-registered student, do I have to make an academic writing tutorial appointment in North campus (and vice versa)?

No. We will be happy to offer you an appointment at whichever location (Samuel Alexander Building or Sackville Street Building) is most convenient for you.

I do not have any academic writing to submit yet – what do I need to do?

You can send a past piece of work with which you experienced difficulties if you wish. For example, if you achieved a low grade on a past assignment, you may feel you would benefit from some detailed feedback on how you could have improved your academic writing style for that assignment. Alternatively, you are welcome to contact me again when you have something more current that you would like a tutor to consider.

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Is it OK if I bring my writing sample to the appointment with me?

No, I'm afraid that, in order to help you, we need to receive your writing sample in advance of your appointment so that your tutor has the opportunity to look at it and provide full and detailed feedback for you.

I would like an appointment on (date) at (time).

These are the times that our tutors are available (list of slots available in Samuel Alexander Building and / or Sackville Street Building); please choose the one that is most convenient for you.

Can you see me about my writing tomorrow?

I'm afraid that our tutors have full teaching timetables and so are unable to provide tutorials at such short notice.

Can I make another tutorial appointment for a different writing sample?

During busy periods (eg, end-of-semester), we have to limit students to one appointment per semester to allow those students who have not yet had an appointment the opportunity to see a tutor. However, if we have spare capacity during a quieter period, we can offer a follow-up appointment.

Can I make a series of appointments?

No, I'm afraid that we cannot make appointments in series as this would disadvantage other students who have not yet had the opportunity to see a tutor. If you wish to have a follow-up appointment, contact me and we will see what is available.

Can you consider more than one piece of writing during a tutorial session?

No, our tutors focus on one piece of work per tutorial session. (Most students submit up to or very near the word limit - 1,500 words - which would preclude this in any event.)

I am submitting my writing sample as a PDF (or other non-editable software) - is this OK?

We need to receive your writing as a Word document to allow me to download it and make it available for your tutor for feedback purposes. Could you please re-send your sample as a Word document? I will then be happy to offer you a choice of appointment slots.

Do you still offer tutorials in reading week?

Yes.