Our Academic Writing and Communication drop-ins are free and available to all undergraduate and postgraduate taught students at Royal Holloway. Our aim is to offer constructive, helpful, specialist advice on a wide range of academic skills in a friendly, non-judgmental setting. We advise on how you can develop as an autonomous, confident academic writer, critical thinker and learner so that you can perform to a high standard on your programme of study and develop transferable skills for employability. The drop-ins are for ‘quick queries’ but you are free to use the resources we have on offer in the room at any time when the drop-ins are running.

Please bring along any lecture notes, course handouts or marking criteria which will help the tutor understand what you are working on and what approach your lecturers may be expecting. We can help you consider appropriate avenues and possibilities for analysis, evaluation and argument, but the decision about which methodology, critical perspectives or arguments to use needs to be made by you – possibly in consultation with your departmental tutors / supervisor. The service takes no responsibility for your final assessment and if you have specific questions about assignments, these should be directed to your department.

**Examples of what we do:**

- Help you to increase your confidence when writing assignments or delivering oral presentations.
- Assist you in developing your study skills (e.g. reading, exam and revision skills) or English language.
- Help you to ‘decode’ what assignment tasks are asking you to do.
- Advise on how to organise ideas on the page or in the presentation so that you maintain focus and your discussion / argument flows smoothly.
- Show you how to write concisely and in an appropriately academic ‘style’.
- Advise on grammar and syntax.
- Advise on how you can integrate and critically evaluate sources to best advantage.
- Offer a quick ‘Essay Diagnostic Service’ to evaluate what areas you need to work on.
- Help you to develop your time management skills.
- Offer self-study materials for a wide range of academic writing, study skills, oral communication skills, exam and revision skills and English language.
- Advise on which CeDAS lectures, workshops or courses would best suit your needs and advise on creating a Skills Development Plan.

**Examples of what we don’t do:**

- Teach subject-specific content.
- Do your questions or assignments for you, or correct/‘pre-mark’ any work that will be formally assessed.
- Proofread or edit your work.
- ‘Fix up’ your writing or assignments at the last minute.
- Look at whole essays or chapters.
- Advise on personal statements and other forms of non-academic work.
Advise on ‘take home exams’.
Accept emailed or posted work to be ‘corrected and returned’, unless we have already discussed your needs and agreed this as a way forward.

PLEASE NOTE:

The Disability and Dyslexia Services also offer 1:1 consultation opportunities. Please refer to the Disability and Dyslexia Services pages for further information. If you have been diagnosed with a Specific Learning Difference, believe that you should be tested for a Specific Learning Difference, a disability, medical condition which impacts negatively on your academic performance, or have concerns about your ability to cope with the demands of university study, please refer to the Disability and Dyslexia Services pages.

Contact us:

CeDAS aims to enable all Royal Holloway students develop the skills needed for academic success. For further information about our range of services check our webpages at:

www.royalholloway.ac.uk/ecampus/cedas

or visit the CeDAS office in the International Building (ground floor) INTER-002 during office hours.

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