

1:1 Writing Tutorials



Our free 30-minute 1:1 Writing Tutorials offer undergraduates and taught postgraduates the opportunity to meet with an academic writing specialist (either face-to-face or via Microsoft Teams) and get valuable, individually tailored advice on how to improve your writing. Our writing tutors are all experienced academic writers from a range of disciplines with expertise in teaching academic writing and English for Academic Purposes.

Our aim is to offer constructive, helpful, specialist writing advice in a friendly, non-judgmental setting. We suggest ways in which you can develop your skills as an autonomous, confident academic writer and point you in the direction of useful resources to help you improve and develop as you progress through your studies.

This service takes no responsibility for your final assessment, and if you have specific questions about assignments, these should be directed to your department.

We can help you to:

- ✓ interpret an assignment task
- ✓ understand what is expected from a particular assignment type e.g. a discursive essay, a report, a reflective analysis, a literature review
- ✓ sort your ideas into a clear thread of argument
- ✓ make your writing easier to follow through language that links together your ideas
- ✓ integrate evidence into your writing in a way that supports what you have to say
- ✓ write concisely in a style that is appropriate for your audience
- ✓ improve your command of grammar, punctuation and academic vocabulary
- ✓ find effective approaches to reading academic texts, making notes, and working on drafts

We CANNOT:

- ✗ 'fix up' your writing at the last minute or correct grammar and spelling mistakes for you
- ✗ 'pre-mark' or offer judgements on the academic content of any work that will be formally assessed
- ✗ look at whole essays or chapters
- ✗ advise on personal statements or other non-academic forms of writing
- ✗ advise on 'take home exams'
- ✗ accept emailed or posted work to be 'checked and returned' unless we have already discussed your needs and agreed this as a way forward.

To get maximum benefit from the tutorial, please send a sample of your writing or a draft of your current assignment (up to 2,000 words) to your Moodle booking 24 hours in advance of the session. It is vital that you also include details of the assignment task (e.g. the title, question or instructions you have received).

PLEASE NOTE:

1. Tutorials are available to all undergraduates and taught postgraduate students free of charge with **a limit of one tutorial per week and ten tutorials per calendar year**. However, if you have exceeded this, or require extra help, please attend a drop-in session or quick 1:1 (see CeDAS Online Moodle page for details).
2. The Disability and Dyslexia Services (DDS) also offer 1:1 consultation opportunities. Please refer to the [DDS 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 DDS webpages.
3. For tutorials conducted online:
 - Tutorials should not be recorded, except with written consent from both the tutor and student.
 - Tutorials can be conducted either using video and audio, or only audio. The tutor and student may each choose which format they prefer. If neither option is suitable, both may agree to an alternative (e.g. written feedback by email), but this should be limited to the

time allocated to the scheduled tutorial.

- Both the tutor and student should minimise potential for interruptions (e.g. from other members of the household or other online activity).