

# 1:1 Writing Tutorials – Student Guidelines

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 Skype) 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.

Examples of what we can help you with:

- How to understand, approach and stay focused on the assignment task
- Understanding the assignment type (genre)
- How to organise ideas on the page so that you maintain focus and your discussion flows smoothly
- Integrating and critical evaluating sources to best advantage
- Writing concisely and in an appropriate academic style
- How to write effective paragraphs and arguments which will impress your marker
- How to quote, paraphrase and summarise effectively
- Queries about sentence structures, grammar, punctuation and word choice.

The service is NOT set up to:

- 'Fix up' your writing at the last minute
- Proofread your work or correct grammar and spelling issues for you
- Look at whole essays or chapters
- Write your assignments for you or supply content
- Advise on personal statements or other non-academic forms of writing
- Advise on 'take home exams'

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 [cedas-tutorials@rhul.ac.uk](mailto:cedas-tutorials@rhul.ac.uk) 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 from your lecturers).

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, do attend one of our drop-in sessions on Monday and Wednesday afternoons 1-3pm in INTER 001.
2. 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.