

Tutoring Service for Writing in English

The only English tutoring service approved by both the *Département de littérature, théâtre et cinéma* and the *Département de langues, linguistique et traduction*.

How the Writing Centre works

The Writing Centre is a **tutoring service** to which you can bring drafts of your assignments for feedback. Here are some examples of things we can help you with:

- Structuring your essays (outlines, thesis statements, and argumentation);
- Reviewing your drafts (syntax, grammar, spelling, vocabulary);
- Making your essays conform to MLA or APA guidelines;
- Improving your writing skills for class assignments and essays.

Therefore, the Writing Centre is **not** a service that **edits** and rewrites students' work but that helps students become more adept at revising and proofreading their own work. We can work on your assignments and essays together; however, you can **never** use the Centre's services for **essays that are part of an exam**.

Please note that the tutors may not be experts in the subject matter of your essay, but content-based feedback is not the aim of this service. Rather, our tutors are careful readers who can serve as a sounding board for how you have expressed and organized your ideas.

It is not the tutor's role to approve or interpret essay topics or to explain professors' comments. You must contact your instructor directly for this type of assistance. If need be, the tutor can help you formulate questions for your professor.

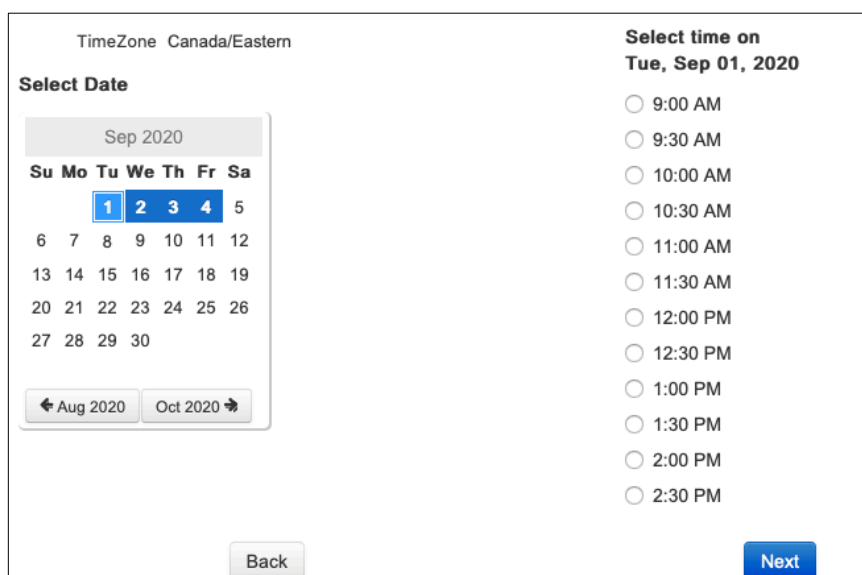
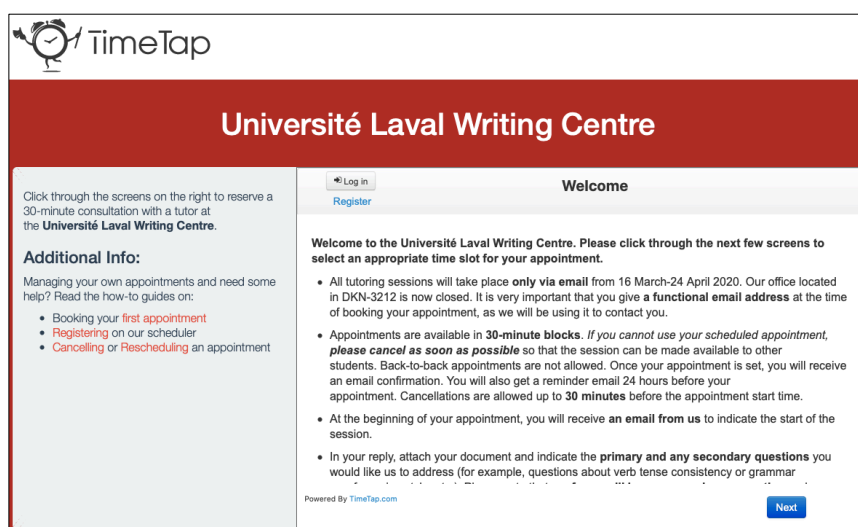
How to book an appointment

You can see our hours of operation for the semester on our website: <http://www.writingcentre.lit.ulaval.ca>. You can also see or download this schedule directly on *monPortail* if your professor has uploaded it to their course portal.

Each appointment is **30 minutes** long.

To book one, go on our *Timetap* page: <https://ulavalwritingcentre.timetap.com>.

You can schedule an appointment many weeks in advance if you like to plan ahead.



After the greeting screen, you can select a date for your appointment. The dates with available slots will be highlighted in blue.

Then, you can select one of the 30-minute blocks available on that day for your appointment.

You are allowed to book two appointments on the same day if you want us to give you feedback on a longer assignment or on two different ones, but please note that **you cannot book back-to-back appointments**.

To complete your booking, you have to fill in this short form.

It is very important that you give us a **functional email address** at the time of booking your appointment – ideally your official *ulaval* address – as we will be using it to contact you.

The other information we collect is for statistical purposes only (i.e. your program of study and the name or the code of the course you are taking).

Your Information

Booking peer tutoring on Tue, Sep 01, 2020 at 12:00 PM

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Program of Study *	<input type="text"/> <small>e.g. B-ALS, B-LLA, ...</small>
Course *	<input type="text"/> <small>e.g. ANG-2000</small>

Once your appointment is set, you will receive a confirmation email. You will also get a reminder email 24 hours before your appointment.

If you cannot use your scheduled appointment, please cancel it as soon as possible, so that the session can be made available to other students. Cancellations are allowed up to 30 minutes before the appointment start time.

During your appointment

Tutoring sessions will take place **via email** this semester. At the beginning of your appointment, **you will receive an email from us** to indicate the start of the session.

In your reply, you should attach your document in **Word format** (.doc or .docx files) **or** send us a link to a **Google Docs** document.

- If you send us a Word document, we will use the “Comment” as well as the “Track Changes” functions to write down our feedback.
- If you choose to send us a *Google Docs* link instead, make sure that you have changed your **sharing permissions** for this particular document from “Restricted” to “Anyone with the link”, and that you gave us permission to add comments in the margin (you can access these parameters by clicking on the “Share” button on the top-right corner of the website). We will write down our feedback using the “Comment” function, and you can react to this feedback in real time if you wish to; for instance, if the tutor’s comments make you think about a follow-up question.

Additionally, you should indicate in your email your **primary and any secondary questions** you would like us to address (for example, questions about verb tense consistency, grammar, or referencing style, etc.). Please note that **our focus will be on your primary question** and secondary questions will be answered **only if there is time left** at the end of the session. To ensure that the Writing Centre can help as many students as possible, **we are not able to answer any questions outside of your allotted time period.**

The tutor can help you identify problems and indicate them in your text but will not write out all needed corrections. Remember, the point of the exercise is for you to learn to recognize your weak areas and to research and propose your own solutions. Tutors will provide guidance and can suggest resource material. You are discouraged from going to the Writing Centre with a blank page, expecting help on an essay from scratch.

At the end of your appointment, if you had sent us a Word document, the tutor will send the modified document along with their comments. If you had sent a *Google Docs* link, the tutor will simply inform you that they are done commenting on your work. You are welcome to book follow-up appointments to help you revise new drafts.

Face-to-face appointments

If you believe that your question(s) cannot be answered properly via emails, comments, or *Google Docs* messaging, it is possible to set up a *Skype* call where you can have a face-to-face conversation with a tutor. In this case, you **still have to book an appointment in advance** through the normal scheduling system on *Timetap*. Once that is done, we ask you to **please send us an email** at writingcentre@lit.ulaval.ca as soon as possible stating your name, the date and time of your appointment, and **indicating that you would prefer a *Skype* appointment**. When you do, we will reply to this email to confirm that your appointment will be on *Skype* and not via email.

When your appointment begins, you can **send us your document first** and **then call us** on *Skype* using the same email address (writingcentre@lit.ulaval.ca). If need be, the tutor can use the “Share screens” function to point out specific parts of your text during the conversation. As with emails, the appointment will last 30 minutes, so make sure to be punctual.

Finally, remember that there is **no limit** to the number of appointments that you can book in one semester!

We look forward to helping you,
The Writing Centre tutors