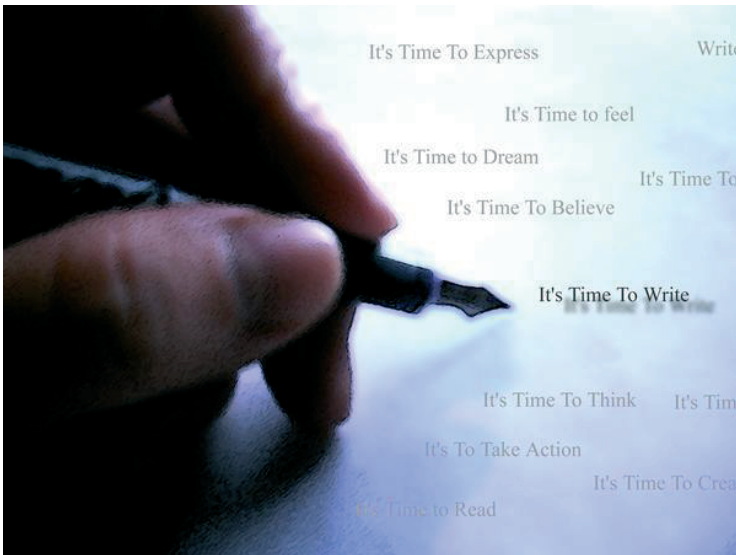




# Writing Consultation



**1-to-1 academic writing support  
for international students**

# What you should know about consultations

The consultation tutor will. . .

- offer constructive and helpful learning support
- discuss strengths and weaknesses of one part of a draft (1000 words maximum)
- suggest activities and resources that will help you tackle language issues
- help you develop clear organisation in your writing
- help you develop the strategies and skills to work independently.

The consultation tutor will not. . .

- correct grammar and spelling for you, or offer a proof-reading or editing service
- offer subject tutoring
- write your paper for you or supply content for your assignment
- 'fix up' assignments on the day they are due
- intimidate or embarrass you

**You are entitled to 3 half-hour consultations per term.**

## Booking a consultation

Make a booking at least 24 hours before the consultation at RHI Reception (International Building IN008) during office hours.

When booking your consultation, ensure that you:

**a** fill out pages 3 and 4 of this booklet with your personal details and answers to the questions about your writing.

**b** for each session, fill out the section that asks you to explain what specific aspect(s) of your writing you want to discuss.

**c** finally, submit this booklet and a print-out of one part of your draft (1000 words maximum) that you need help with.

Consultation tutors will not work on screen or print out your draft.

## Personal Profile

Contact details (please print clearly)

Student number: 100

Full name:

RHUL email: @rhul.ac.uk

Academic details

Academic programme:

Department:

Did you take a pre-sessional? Yes/No

Referred by academic staff

If you have been asked to come for writing support, please write the name of the member of academic staff who has referred you:

A short report on your progress will be submitted to this staff member at the end of term.

Special needs

Should you have any special needs which you want us to know about (e.g. hearing impairment, difficulty with movement, specific psychological needs), please tick here:

*I have special needs*

If you tick this box, an administrator may contact you to discuss any arrangements that need to be made to ensure you can participate effectively in the consultation.

## **A few questions about your writing**

What experience do you have of academic writing in English? For example, have you written anything longer than 1000 words before?

What aspect(s) of your academic writing would you like to improve?

Have your tutors/lecturers made any comments (positive or negative) about your writing?

## Session 1

Day/date:

Room:

Time:

Tutor:

For this consultation, I would like to discuss the follow specific aspects of my writing:

Draft attached YES/NO

Tutor's comments and suggested follow-up:

## Session 2

Day/date:

Room:

Time:

Tutor:

For this consultation, I would like to discuss the follow specific aspects of my writing:

Draft attached YES/NO

Tutor's comments and suggested follow-up:

## Session 3

Day/date:

Room:

Time:

Tutor:

For this consultation, I would like to discuss the follow specific aspects of my writing:

Draft attached YES/NO

Tutor's comments and suggested follow-up:

# Writing resources

## Books

Bailey, Stephen, 2006, Academic Writing: A Handbook for International Students 2nd Edition, Routledge: London  
*Very thorough explanation and practice of key features of academic writing.*

Cooley, Linda and Jo Lewkowicz, 2003, Dissertation Writing in Practice, Hong Kong University Press: Hong Kong  
*Highly recommended self-study guide for international students.*

Cottrell, Stella, 2008, The Study Skills Handbook 3rd Edition, Palgrave: Basingstoke  
*Practical introduction to a wide range of university study skills.*

Reindeers, Hayo *et al*, 2008, The International Student Handbook, Palgrave: Basingstoke  
*Wide-ranging practical guide to all aspects of academic life with a good section on writing.*

## On-line resources

EAP Toolkit and Writing Insight, available from:  
<http://www.rhul.ac.uk/International/Current/resources>  
*Two interactive study skills resources brought to you by Royal Holloway International.*

Monash University Language and Learning Online, available from:  
<http://www.monash.edu.au/lis/llonline>  
*Excellent interactive resources on all study skills. Annotated examples of student writing given.*

University of Leicester Avoiding Plagiarism, available from:  
<http://www2.le.ac.uk/offices/ssds/slc/resources/writing/plagiarism/plagiarism-tutorial>  
*Very clear self-study tutorials that will show you how to avoid plagiarism.*

University of New South Wales Online Academic Skills Resources, available from:  
<http://www.lc.unsw.edu.au/olib.html>  
*Very helpful introduction to study skills especially academic writing.*