

University Centre for Academic English (UCAE)  
Academic Success Programme

## Frequently asked questions

### Academic Writing Tutorial Service

#### ***What is an academic writing tutorial?***

It is a one hour one-to-one class with a UCAE English for Academic Purposes tutor, which aims to improve your ability to write academic English.

#### ***Who is the academic writing tutorial service available to?***

Tutorials are currently available only to postgraduate research (PhD) students, although we may be able to offer some appointments to other students at some times of the year. Our [website](#) will indicate the current situation.

#### ***Is there a charge for this service?***

No, it is free for registered students of the University of Manchester.

#### ***How many tutorials can I book per academic year?***

Normally, one per semester.

#### ***I want to make an academic writing tutorial appointment – what do I need to do?***

Before we can offer you a choice of appointment slots, you must submit your writing sample and completed tutorial booking request form.

- The sample piece of writing must be 900-1500 words in length and can be any piece of academic work done in the past or it can be something you are working on at the moment – a literature review, a lab report, an introduction, a conclusion or other part of an assignment.
- The tutorial booking request form along with full information on how the service operates can be found at the bottom of our [website](#).

#### ***Do you offer ‘drop-in’ tutorial sessions?***

No, we do not offer academic writing tutorials on a ‘drop-in’ basis. The tutorial service operates entirely by appointment.

#### ***I have emailed the UCAE for information regarding my concerns and specific language needs. Do I still need to complete the tutorial booking request form to make an appointment?***

Yes. By completing the booking form, you will ensure that your tutor receives all of the information you wish them to know about you and that the UCAE have the information required for each booking request. This means you and the tutor are both focused on the areas you are most concerned about and that you gain as much as possible during an appointment. Therefore please complete all the questions on the form.

#### ***Can you proof-read / correct my assignment for me?***

The tutorial service is not a proof-reading or correction service. Unfortunately we do not offer a proof-reading/correction service in the UCAE.

#### ***I do not have any academic writing to submit yet – what do I need to do?***

You can send a past piece of work with which you experienced difficulties if you wish. For example, if you achieved a low grade on a past assignment, you may feel you would benefit from some detailed feedback on how you could have improved your academic writing style for that assignment\*. Alternatively, you are welcome to contact us again when you have something more current that you would like a tutor to consider.

\*Please remember that the way in which you write will be similar, so feedback on a past assignment will still be of great benefit to you and will help to inform any future writing you undertake.

***Is it OK if I bring my writing sample to the appointment with me?***

No - we need to receive your writing sample in advance of your appointment so that your tutor has the opportunity to look at it and provide full and detailed feedback for you. The tutor will bring a copy of your writing sample to the appointment, but you are welcome to bring along your own copy if you wish to make any notes.

***I would like an appointment on (date) at (time).***

Appointments are booked at times when our tutors are available and there will normally be a choice of appointment times. If the choices are unsuitable for you, please notify the University Centre for Academic English as it may sometimes be possible to make a booking at a later date at a more appropriate time for you.

***Can you see me about my writing tomorrow?***

Unfortunately our tutors have full teaching timetables and so are unable to provide tutorials at such short notice. Normally we will ask for at least a one week notice period for every booking request. This time frame can increase during busy periods.

***Can I make another tutorial appointment for a different writing sample?***

Follow-up tutorials are offered at the discretion of the tutor offering your first tutorial. Many students gain sufficient benefit from their first tutorial that a follow-up is not necessary.

***Can I make a series of appointments?***

No, I'm afraid that we cannot make appointments in series as this would disadvantage other students who have not yet had the opportunity to see a tutor.

***Can you consider more than one piece of writing during a tutorial session?***

No, our tutors focus on one piece of work per tutorial session. The feedback will be very detailed so there will not be time to assess more than one sample. Therefore, one piece of writing is more suitable for this service.

***I am submitting my writing sample as a PDF (or other non-editable software) – is this OK?***

No, we need to receive your writing as a Word document (.docx or .doc) to allow us to download it and make it editable for your tutor to provide feedback. Please send your sample as a Word document.

***Do you still offer tutorials in reading week?***

Yes.

***Does the tutorial service operate over the summer vacation period?***

No.