Frequently asked questions about the writing tutorial service in English

1. Is it necessary for me to make an appointment? Can I just drop by?
   It is a good idea to make an appointment. This way you can be certain of getting help.

2. Is there a fee for using the writing tutorial service?
   No. The writing tutorial service is free to all Umeå University students.

3. Is this service only available to graduate students?
   No. The writing tutorial service is available to undergraduate, masters and PhD students. We can help you with your writing whether you are writing an essay, paper or thesis.

4. How do I make an appointment?
   You can send an e-mail to: studieverkstad@umu.se

5. How does the writing tutorial service work?
   A writing tutorial is a one-on-one discussion about your writing. We read three pages of your text, whether it is a paper, report or dissertation. We are not able to read entire texts. We look for patterns in your writing and suggest resources that could be of help to you when writing. We do not proofread, edit, correct nor evaluate the contents of your paper. We do not offer proofreading or editing services because this is not the aim of the writing tutorial service.

6. English is my second language.
   We can help you understand the rules and conventions of writing academic papers in English. We can examine your texts for clarity and suggest ways of writing more clearly in order to get your message across. We can help you by pointing out consistent mistakes and suggest helpful resources and strategies for correcting and avoiding these errors in the future. We can help you become more aware of your writing.

7. When in the writing process is the best time to ask for help?
   You do not have to wait until you have finished writing your paper to receive tutoring help. In fact, it is a good idea to ask for help early on in the writing process. This way you can incorporate the help that you have received throughout the paper. It is not a good idea to wait until shortly before your deadline to ask for an appointment. You need time to make corrections and revisions. It is also important to remember that we can be quite busy towards the end of a term.

8. How many times can I receive tutoring help?
   It is possible to book more than one visit with a tutor, however not in the same week. After the first visit you and the tutor can determine if another visit is necessary. Remember the tutor will not read your entire paper.

9. I am a Umeå University student but I am enrolled in a distance education class and live outside Umeå, can I still receive tutoring services?
   Of course. You can send us three pages of your text by e-mail. We will read your text and write comments and send those back to you. If you would like to have a one-on-one conversation about your text then we can arrange a Skype call.