

# maximize the value of your session...

- Seek help early.
- Bring to your session:
  - your assignment sheet
  - two copies of your written work
  - questions for discussion
- Be on time.
- Set clear and realistic goals and create a plan for your next steps. Go to [www.ubalt.edu/downloads/identifying\\_writing\\_goals.pdf](http://www.ubalt.edu/downloads/identifying_writing_goals.pdf) for a worksheet that can help you get started.
- Remember—writing consultants **will not** correct your paper for you.

# With a Writing Consultant

## your appointment

Date \_\_\_\_\_ Time \_\_\_\_\_

With \_\_\_\_\_

in person       by phone

**Please note:** If you must cancel your tutoring appointment, we require at least **4 hours notice** so the time may be made available to another student. More than two uncanceled/missed appointments may result in suspension of tutoring services for the remainder of the semester. Also, if you are more than 15 minutes late, your consultant may begin assisting others. We thank you for your cooperation, and we wish you a successful and rewarding semester.

- Improve your ability to learn in a short time and remember for a long time.
- Reach your peak performance on presentations, tests, and more.
- Effectively reach your goals, whether working independently or on a team.

## what?

### one-to-one sessions

Learn strategies for note-taking, memory, working in groups, test-taking, and more.

### small-group sessions

\* Starred items in our menu of services indicate tutoring help you may receive as an individual or in a group session. If you select one of these items, you may be joined by other students seeking the same help. Feel free to recruit your classmates for a group session.

## how?

- Schedule an Appointment
- Schedule a Telephone Appointment
- Drop In
- E-mail

## why?

Our students are a diverse group with many different reasons for writing and seeking writing advice. Perhaps you are facing your first research paper and would like assistance in planning your approach. Perhaps you feel confident with your skills but would like to discover new ways to improve upon your strengths or new techniques to evaluate your own writing. No matter where you are in the writing process, our consultants can advise you.

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You may book an appointment by phone (410.837.5383) or in person (AC 116). Drop-in appointments are managed on a first-come, first-serve basis. Send e-mail to [arc@ubalt.edu](mailto:arc@ubalt.edu).

# menu of services

Check all the topics you would like to discuss:

## getting started

- Interpreting the assignment
- Brainstorming techniques\*
- Beating writer's block\*
- Minimizing anxiety about writing

## getting organized

- Developing a time-management plan
- Understand and using organizing tools and techniques (like MS Word features)\*
- Gathering, managing and documenting information using APA, MLA or Chicago Manual of Style formats in research papers\*

## writing

- Evaluating the persuasiveness of your thesis and evidence
- Developing a checklist—based on your unique set of writing strengths and challenges—that you can use to edit your own writing
- Assessing your paper's clarity, what is easy/difficult to understand
- Critiquing your paper using reverse outline
- Using word processing features to help track new ideas, spot problems, and find recurring errors
- Learning techniques to make your writing flow\*
- Getting tips for identifying and correcting grammar, sentence structure, and punctuation errors\*