

HOW WE CAN HELP

WITH YOUR ASSIGNMENT

Become a confident, independent writer and editor

- We can help you to analyse your assignment topic and to get started.
- We can offer advice on how to organise your ideas and information into a logical and cohesive structure.
- We will work with you on a sample of your writing (one or two pages) to identify mistakes in grammar, punctuation or spelling.
- We will suggest strategies to help you check your own writing.
- We can point you to resources to assist you to develop your writing skills.

For advice on writing or editing, please bring to your appointment:

- A copy of the assignment or question or topic
- A print-out of your draft (two pages will be sufficient)

Before your appointment, please carefully check for mistakes in your grammar, punctuation or spelling. Highlight any points you are unsure of.

For advice on structure please bring:

- A copy of the assignment or question or topic
- An outline of your plan, or a first draft

What we don't do:

You will appreciate that we cannot edit/check your entire assignment for grammatical or spelling errors. However, we are keen to help you develop self-editing skills and strategies to improve your writing style.

We also recommend that you peer-edit your work with a fellow student who has to write the same assignment. Peer-editing means that you read each other's work, and provide comments, as well as point out grammatical and spelling mistakes. You may even want to do this with more than one fellow student. The benefits are that someone else checks your work and perhaps suggests some changes, and you will also see how other students approach the same task.

To make an appointment, please email sas@otago.ac.nz or come into the Student Academic Skills office.