

# How to Get the Most out of Your Online Appointment

The University Writing Center offers two types of online appointments: etutoring (you'll receive feedback via email) and chat (you can message a consultant in real time or talk using audio or video). There are a few things that you can do to make sure that you get the most out of your work with consultants.

#### 1. Book your appointment early.

The Writing Center schedule fills up quickly, especially around midterms and finals. We encourage you to schedule an appointment as soon as you think that you might want help with an assignment.

## 2. Upload all of your documents.

When you make an appointment, make sure that you attach anything that you've written, as well as documents that the consultant might need to understand your assignment (ex: outlines, feedback, notes). You can always upload your paper later if you're still working on it when you book a session. However, you don't have to have anything written to work with us. You can use the University Writing Center at any stage of the writing process, even if you're just brainstorming ideas.

### 3. Be specific when you fill out the appointment form.

Writing Center consultants are here to guide you as you develop your ideas and voice. That means you're in charge of appointments. So, the more information you give us, the better we can support you. Tell us if you have any concerns or if you want us to focus on particular sections in your writing.

## 4. Ask lots of questions.

Don't be afraid to let us know if you're confused or need clarification on something. Writing is a process that takes time, so we are happy to help.

## 5. Make multiple appointments.

We encourage you to come to the Writing Center early and often. The sooner you use the Writing Center, the more time you'll have to think about our feedback and revise. It's especially important to make multiple appointments if you have a longer paper.

**Questions?** 

Email us at onlinewriting@ecu.edu or call 252-328-2820.