

## WRITING CENTRES: How We Work and How to Work with Us

---

Writing centres at the University of Toronto provide individual consultations with trained writing instructors, along with group teaching in workshops and courses. There's no charge for any of this instruction—it's part of your academic program. The mandate of writing centres is to help you develop writing skills as you progress through your studies. All the undergraduate colleges have writing centres for their students, and so do most professional faculties and the School of Graduate Studies (see the list on the back of this sheet). Here are some guidelines on how to take advantage of the specialized instruction available in your writing centre.

**ACCESS:** Group workshops are usually open to all students: watch for news postings at [writing.utoronto.ca](http://writing.utoronto.ca). For individual instruction, you are entitled to make use of the writing centre in the college where you are registered or the writing centre in your professional or graduate faculty. You may also take work in most college program courses (e.g., the ones prefixed INI, NEW, TRN, UNI, VIC, or WDW) to the writing centre of the college that offers the program. Each writing centre has its own policy on how often you may have an individual appointment; usually the limit is once a week.

**APPOINTMENTS:** It's wise to book appointments for individual sessions well ahead of time, especially for a session in the last few weeks of term, but occasionally there are last-minute openings. The online booking system keeps a waiting list, then contacts everybody on it when an appointment becomes available. It's up to you to log in and secure the appointment for yourself. Please be sure to keep your appointments, or at least give ample notice if you must cancel one. Writing centres can't afford to let appointments go unused and will remove access for students who miss appointments.

**WHAT WE DO:** Writing centres are teaching facilities staffed by trained instructors. We give group instruction to help you find strategies for common writing problems, and we work individually with you, using your course assignments in any subject at any level, to help you develop your capacity to plan, organize, write, and revise academic papers.

- Our group instruction presents advice on common questions and concerns. You may find us giving a talk or a workshop as part of your courses. Some writing centres offer free non-credit courses that give more extended coverage and offer a chance to practise and receive feedback. Ask at your writing centre to find a session suited to your needs, and check news postings at [writing.utoronto.ca](http://writing.utoronto.ca) for announcements about current programming.
- In individual counselling sessions, instructors ask about your plans and discuss them with you to help you understand your topic and clarify your ideas. We do not design research strategies or provide ideas.
- Instructors will help you develop your own skills in revising and editing, and will help you identify patterns of language errors and work to overcome them. But don't ask us to do your proofreading for you!
- It's usually most effective to focus on work in progress, but we will look at past work on request.

**WHAT YOU CAN DO TO HELP US HELP YOU:** A little forethought and lots of followup can help instructors and students work together efficiently. Here are some pointers.

- Bring in your assignment sheet and other course material to help define what is expected.
- Come to the writing centre at any stage of work on an assignment, but be sure to leave plenty of time afterwards to make thorough revisions on your own.
- You will profit from your appointments the most if you come back regularly to work on a sequence of skills in a variety of assignments.
- Instructors may refer you to group sessions and to other services and resources in the university, and may suggest that you consult handbooks about writing or do exercises to practise specific skills. Expect to do lots of independent work between sessions.

## WRITING CENTRES: Contact Information

See over for an explanation of what writing centres do and which one you may use. The box below lists the various writing centres and their locations. To find out more about your writing centre and other forms of writing help, including support for multilingual students, use the links at [writing.utoronto.ca/writing-centres](http://writing.utoronto.ca/writing-centres).

All writing centres except the ones annotated with \* below use a shared online booking system for making appointments. The booking system will confirm the writing centre you are entitled to use, and will take you through the steps of booking an appointment or joining a waiting list. Start from <https://awc.wdw.utoronto.ca/awc-login> and use your UTORid to log on.

### COLLEGE WRITING CENTRES

Innis College Writing Centre, Innis College Room 315 and 321  
New College Writing Centre, Wilson Hall Rooms 2045 and 2047  
St. Michael's Writing Centre, Kelly Library Learning Commons  
Trinity College Writing Centre, Trinity College, Academic Resource Centre, Room 3  
University College Writing Centre, Laidlaw Library Rooms 214, 216, and 218  
Victoria College Writing Centre, Northrop Frye Hall Rooms 103 A and B  
Woodsworth College Academic Writing Centre, Room 214

### DEPARTMENTAL WRITING CENTRES

Philosophy Department Essay Clinic, 170 St. George St., Room 422  
\* Visit [philosophy.utoronto.ca/st-george/undergraduate-at-st-george/philosophy-essay-clinic](http://philosophy.utoronto.ca/st-george/undergraduate-at-st-george/philosophy-essay-clinic) for booking instructions

### MISSISSAUGA AND SCARBOROUGH WRITING CENTRES

U of T Mississauga, Robert Gillespie Academic Skills Centre, Hazel McCallion Academic Learning Centre Room 390K  
U of T Scarborough Writing Centre, Academic Resource Centre Room AC210  
\* Book appointments online through the UTSC Intranet: start from [utsc.utoronto.ca/twc](http://utsc.utoronto.ca/twc)

### PROFESSIONAL FACULTY WRITING CENTRES

Daniels Writing Centre, in the John H. Daniels Faculty of Architecture, Landscape, and Design, 1 Spadina Crescent, Room 238  
Engineering Communication Centre, Sandford Fleming Room B670  
Health Sciences Writing Centre (for Dentistry, Kinesiology and Physical Education, Nursing, Pharmacy, Social Work, and PhD students at the Dalla Lana School of Public Health), various locations  
OISE Student Success Centre (OSSC), 252 Bloor St. W., Room 8-202

### SCHOOL OF GRADUATE STUDIES WRITING CENTRE

Graduate Centre for Academic Communication, 704 Spadina Avenue, Second Floor

For more information about writing centres and writing courses, and for online files of advice about university writing, visit the website "Writing at the University of Toronto" at [writing.utoronto.ca](http://writing.utoronto.ca).