

**Frequently Asked Questions  
King's College Writing Center  
Fall 2020**

**Can I use the Writing Center this semester?** Yes. Although our brick and mortar location will not be open, the Writing Center tutors will be working remotely, just as we did at the end of the spring semester.

**How does the online process work?** Go to this link: <https://go.kings.edu/WCOnline>. (This link is also pinned to the welcome page on Moodle.) The link will take you to the King's College Writing Center's SharePoint site. Here you will fill out a form that asks for course name, title, and instructor. In addition, the form asks you what kind of help you would like on the paper. You will then upload your paper. Once your paper is submitted to the Center, a tutor will be assigned to your paper. The tutor will read the paper and return it with suggestions. The tutor can also request a virtual meeting with you through Microsoft Teams.

**How long should the process take?** Admittedly, this process takes longer than when you can drop in at our physical location. You should be sure to submit your paper AT LEAST two days before its due date. You would be wise to submit it even earlier to allow time for your revision work and for possible resubmission.

**Who can use the Center?** All students who attend classes at King's, from first-year to graduate level, are welcome to use the Writing Center.

**Who staffs the Center?** Our staff includes a director and approximately twelve undergraduate peer-tutors from several majors.

**What type of assignments can I bring to the Center?** Our tutors can help you with analytic and interpretive essays, lab reports, summaries, senior seminar projects—pretty much anything that is routinely assigned in college courses.

You are welcome to use the Center for help in any stage of the writing process—from brainstorming for ideas to preparing a final draft. We have tutors this semester from several majors and minors including accounting, biology, creative writing, English literature, exercise science, math education, mass communications, philosophy, physician assistant, professional writing, psychology, and secondary education.

**What will a tutor do for my writing?** Our tutors are dedicated to helping you become a better writer, which means working with you in every stage of the writing process, from coming up with ideas to revising and editing your work. Tutors can help you formulate a thesis, brainstorm for supporting ideas, and organize your thoughts. They can also help you improve the coherence of your writing and the structure of your sentences. A tutor will respond to your essay the way a reader might, challenging assumptions, asking for more support, or pointing out any fuzzy logic in your argument. When it comes to helping you improve your writing, a tutor will do what he or she can, but there is a limit, as you'll see in the next question.

**I just need to have my work proofread. Can the Center do that?** The short answer is no, but that word "proofread" needs to be defined. Many students mistakenly use the word

“proofread” to mean reading, evaluating and commenting on the overall quality of a paper. In other words, many students will ask “Can you proofread my paper?” as a way of asking if a tutor will thoroughly read for both content and form. If that’s the case—if you’re asking whether a tutor will read and comment on your paper’s argument, development, effectiveness and so on—sure, absolutely, we can do that. In fact, that’s what we’re here for. But strictly speaking we will not simply “proofread” a paper. Literally, to proofread means to read something called a proof, the printed copy that publishers use in their final effort to catch errors before the official printing of an article or book. Someone who is reading the proof—a proofreader—is simply looking for such things as typographical errors or stray marks on a page. Our tutors have been forbidden by their director to proofread in this more literal sense of the word. Our mission in the Writing Center is to contribute to the teaching of writing at King’s, and proofreading is not teaching. So the short answer is: submit your writing in for a thorough examination; if you're looking just for someone to catch spelling errors, perhaps your roommate can do that for you.