

# DON'T PANIC!



## WRITING LAB TUTORS ARE HERE TO HELP!

### WHERE?

Inside the LAC (the Learning Assistance Center) on the second floor of the Rosenberg Library, R207, right next to the Academic Computer Lab and the Reading Lab.

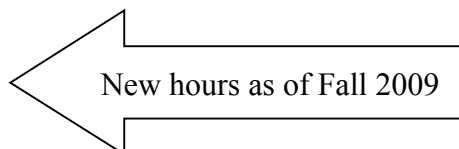
• 415.452.5883 • <http://www.ccsf.edu/Services/LAC/writelab>

### WHEN?

M/T/W/Th 9:00 am – 6:00 pm

F 9:00 am – 2:00 pm

Saturday – 10:30 am – 1:30 pm



### WHO'S THERE?

Faculty and trained peer tutors (students like you) ready and eager to help you

### WHO CAN GO THERE?

Any CCSF student (free! no charge!) for any CCSF paper, not just English assignments

### HOW OFTEN CAN YOU GO?

Once a day, twice a week—and try to leave yourself enough time to make changes to your writing before it's due.

### WHAT DO YOU DO WHEN YOU GET THERE?

Bring your current CCSF I.D. card to sign in at the LAC front desk and receive a green tutoring ticket, then find the big board at the back of the Writing Lab and sign up for tutoring; listen for your name and number. Warning: don't leave the Lab area or you may miss your turn!

### WHAT CAN YOU GET HELP WITH?

Any and every part of the writing process, from understanding an assignment to rewriting a graded paper and all points in-between: brainstorming, freewriting, researching, note taking, planning, outlining, developing a thesis, drafting, revising, whatever help you need with your writing. Tutors provide feedback, help develop strategies, and clarify questions. Because our goal is to help you become a more independent and confident writer, we don't proofread or correct your essays for you; instead, we'll help you develop strategies to locate and correct your own errors.

### HOW DOES IT WORK?

Maybe you already have an idea of what you want help with or maybe you're confused about something or maybe something doesn't seem right to you but you don't know why. Don't worry! By talking it over together and reading whatever you may have brought, you and your tutor will figure out what best to focus on for the session. **Sessions last from 10 to 30 minutes**, which means really *only one* (or sometimes two) thing(s) can really be dealt with adequately. And that's okay: learning stuff takes time and patience.