

Dear FASS Graduate Research Students,

We are pleased to inform you that the registration for the one-on-one writing consultation sessions for February 2012 is now open! Dr Arlene Bastion and Dr Kay Mohlman, who have been running the sessions last Semester, will continue doing so this Semester from February till the end of the second week of May.

About the consultants

Dr Arlene Bastion obtained her doctorate from the University of British Columbia in Vancouver, Canada. Her academic career and expertise has been built up over 30 years of teaching in Canada and Singapore. Among her proficiencies is teaching writing skills and craftsmanship. She likes writing so much she writes and has published several books.

Dr Kay Mohlman conducts a yearly nine-week series on academic writing and conference presentations for international graduate students affiliated with the Asian Graduate Student Fellows Programme at the Asia Research Institute, NUS. A sociologist by training, Dr Mohlman has taught in the sociology departments of the NUS and Nanyang Technological University. She holds a Certificate in English Language Teaching for Adults (CELTA) from the British Council, and is a native English speaker.

About the sessions

The sessions provide graduate students with the opportunity for one-on-one consultation with a specialist in academic writing. Each session will last about 45 minutes.

The specialist will help the students in the following areas:

- go through writing samples to help students identify and correct specific kinds of problems but will not provide copy editing services;
- work with students to better visualise and plan for future thesis writing tasks;
- provide assistance as students figure out productive ways to begin writing new sections of the thesis;
- offer support as students find ways to ease back in to regular writing if they've been away from it for a long time, or have been unable to write.

Preparations before consultation sessions

To make the sessions more effective, you are encouraged to submit your writing samples in advance. Please make the following preparations before your consultation session:

- (a) **At least one week before the scheduled meeting**, [for example, if your session is on Friday, 10 Feb 2012, your writing samples must reach us no later than Thursday, 2 Feb 2012]:
 - i. A list of what you need to get out of the session; or
 - ii. Writing samples (**double-spaced with your name/degree/department at the top right-hand corner of the first page**) if you have written drafts/outline or a list of questions/areas of concern. Writing samples should be **no more** than an abstract or one chapter. Please do not include any tables, diagrams, visuals, bibliography, etc
- (b) If you don't have writing samples but would like help with visualising and planning for future thesis-writing tasks, or easing back into regular writing, you could just e-mail your questions, or turn up for the sessions with your questions or even a list of ideas (on hardcopies so that you can jot down notes). We're sorry we will not be providing consultation services via e-mail.

For research students, please send to the consultant via fasbox3@nus.edu.sg;

For coursework students, please send to the consultant via fasbox4@nus.edu.sg

Registration details

Please click on [this link](#) to register for the sessions. Once you have successfully registered for your preferred slot, the registration is deemed confirmed and you can proceed to prepare your writing samples, etc. You will be notified via email of the venue for the writing clinic about a week before the session.

Registration will be open **until a week before each session**. Thus, if you need to cancel/change your registered slot, you can do so until then via the registration system. Any change after the period will have to be communicated to our office via return e-mail.

Should there be a low take-up rate for any given day, there is a possibility that some sessions may be cancelled. Students who had registered for sessions on that day will be informed in advance. All efforts will be made to secure an alternative session.

To allow every student a chance to interact with the writing consultant, you are strongly encouraged to register for one session. However, should you deem an additional session necessary in one visit, it must not exceed two consecutive sessions.

Important note about attendance

Please take note of the timeslot for which you have registered and turn up on time at the venue. As the writing consultants are specially hired to help you with your academic writing, please ensure that the Graduate Studies Unit is informed as early as possible if you cannot turn up for any session. If you do not turn up for the session without a valid reason, we're very sorry we'll have to arrange for lower priority to be given for future sessions. To communicate with us, you can click on the reply button to this e-mail. Should you receive an out-of-office (OOO) reply, please forward your e-mail to the appropriate person as advised in the OOO reply.

We hope you'll take advantage of the clinic sessions to help you with your academic writing.

Thanks and Warm Regards

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