

HOW CAN THE WRITING CENTER HELP ME?

A small investment of time with us can save you hours of struggling by yourself. We can help you with writing assignments, speeches, and presentations, and issues like developing and supporting your thesis, organizing ideas, citing sources, incorporating peer and instructor comments, and much more.

Choose the format that works best for you:

- Want a conversation to work through your questions or to practice delivering your presentation? Schedule an appointment through Navigate for a virtual or in-person appointment.
- Can't find an appointment time that works for you? Submit a request through our eConsult service. Just fill out the form, upload your assignment or share the link to a recording of your speech, and give us 2 or 3 business days to return it with our comments and suggestions!
- Got a quick question? Look on the left side of any page on our website to find our chat box.

We take walk-ins during unfilled appointment times, but we can't guarantee someone will be available if you just stop by—especially during mid-terms and finals. Your best option is to schedule appointments and submit eConsult requests as soon as possible to make sure you can meet with someone, and have time to revise, too!

Appointment Consultations (virtual or in-person)

1. Log in to Navigate from goPFW.
2. Click on **Appointments** in the left side menu.
3. Click the **Schedule an Appointment** button.
4. Select the type of Assistance (**Writing Center & Speech Presentation**).
5. Choose the Service (**Writing Assistance or Speech/Presentation Assistance**).
6. You can leave the **Pick a Date** field alone.
7. Click the **Find Available Time** button.
8. Adjust and narrow your choices in the following screen and choose a **location** (in-person or virtual). Then choose a time from the options on the right side of the screen.
9. Confirm the appointment information. Type the course (Example: ENGL 13100) you would like help with in the comments box, as well as other information you would like your consultant to know.
10. Leave the reminder boxes checked, and enter your cell number in the appropriate box.
11. Click **Schedule** to save the appointment.

To connect with your consultant

Virtual Appointments

1. Click the Zoom link in the confirmation email, or the appointment block in Navigate.
2. You will enter the waiting room for your consultant. They will let you in when they are ready to begin the appointment.

In-Person Appointments

1. Go to the First Floor Service Desk in Helmke Library
2. Let them know you're there for a Writing Center appointment.
3. The Service Desk employee will connect you with your consultant.

eConsult Service (no conversation needed!)

1. Go to pfw.edu/writing, and click **Online Assistance** in the menu on the left of the screen.
2. Scroll down to the **eConsult** heading and read through the text, then click on the link for the service you need (speech or writing). It will open an online form in a new window or tab in your browser.
3. Read through the policies and click on the **Request an Online Consultation** button.
4. Complete the form. Be sure to upload the assignment sheet and your assignment. If you would like feedback on the delivery of a speech or presentation, you can upload the recording to YouTube (no need to publish it) and include the link to the video in the form.
5. Make sure you click the **Submit** button.

It takes us at least 2 - 3 business days to receive, review, and return your request. When we have completed the consultation, you'll receive an email from wconline@pfw.edu with your completed consultation. You'll find the summary notes in Navigate!

PURDUE UNIVERSITY
FORT WAYNE

Writing Center



WritePurdueFW



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The Draft
writepurduefw.wordpress.com