



# THE WRITING CENTER

Building successful, confident writers

# WRITING CENTER MISSION

- To provide every DCTC student with a valuable way to improve writing ability and confidence.



# WHY IS WRITING IMPORTANT?

Corporate leaders have indicated the number one thing necessary for success on a job is the ability to write and communicate effectively!



- Perfecting YOUR SKILL at WRITING is a LIFE LONG PROCESS!
- Even the BEST WRITERS CAN STILL IMPROVE.



- **WHEN YOU ENTER THE WORKFORCE**  
you will be required to write:

- Effective reports
- E-mails
- Work documents



- **GOOD COMMUNICATION SKILLS are ESSENTIAL**

# WHAT DOES THE WRITING CENTER DO?

- The Writing Center provides ENCOURAGEMENT and GUIDANCE designed to help YOU IMPROVE YOUR WRITING.
- You can receive free mentorship and tutoring, either in a private session or a lab setting.

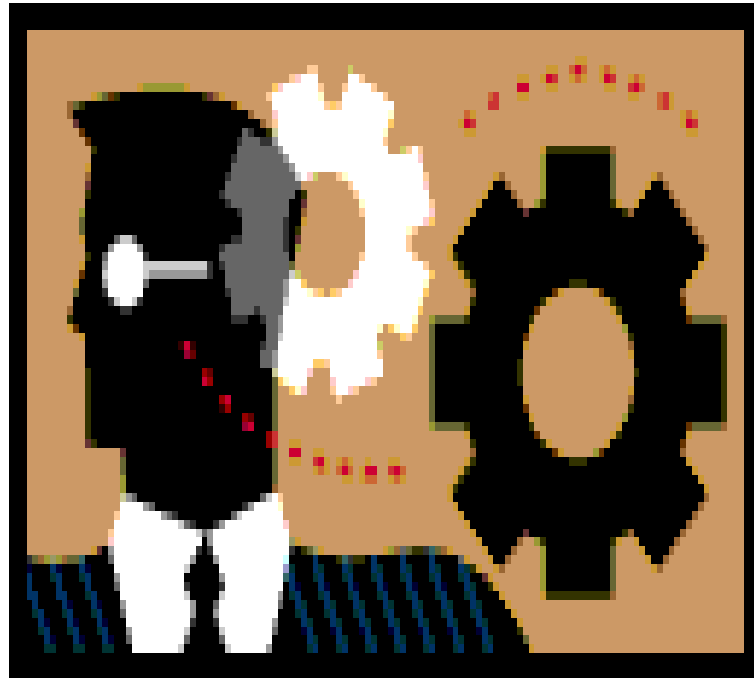
- The Writing Center helps you to develop a **POSITIVE ATTITUDE** about writing



- The Writing Center helps you to overcome  
**FEAR OF WRITING ASSIGNMENTS**

- The Writing Consultant will help you succeed with your writing assignments
- Help with overall organization of your writing assignments

- Help you gain more control with grammar in your writing

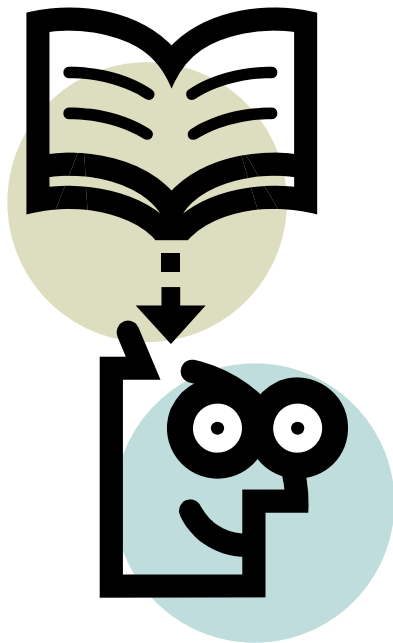


The Writing Center provides “HANDS-ON” EXPERIENCE WITH COMPUTERS and technology you will use at universities, or in the world of work. You will be able to complete writing assignments using your own computer, or at the Writing Center.



- The Writing Center provides you with “ONE ON ONE” ASSISTANCE (which is hard to find in today’s world)

- You will learn to use the **INTERNET** to get information for your assignments
- You will be encouraged to use the **LIBRARY** to get information for your assignments



- You will learn how to incorporate information and give proper credit to other authors when you use their ideas (the MLA-Modern Language Association format or APA-American Psychological Association format)

- You will learn what constitutes **PLAGIARISM** or **CHEATING** and how to avoid it

# COMING TO THE WRITING CENTER

- Becoming a successful writer requires PRACTICE OVER TIME. Develop the habit of coming to the Writing Center
- Remember to bring a copy of your assignment description and your course textbook

# PLEASE DO NOT



- Bring food or drink to the Writing Center
- Forget to observe posted rules of conduct and respect for other staff and students
- Wait until the day assignments are due before coming to the Writing Center or private tutoring

# PLEASE!

- INVEST in YOUR FUTURE by constantly seeking to improve your writing
- Take PRIDE in YOUR WORK and visit our center frequently for the best results
- Let us know when you do well
- Let us know how to improve our services
- Come again SOON!



# Is there a cost to use the WC?

- The Writing Center is provided FREE to enrolled DCTC students.
- For any class that you need writing assistance, you can receive tutoring at the writing center. Not just English classes!



# BRING NECESSARY SUPPLIES

- Always bring paper, pens, pencils, textbooks
- Bring a disk or portable drive so you can save a copy of your work!
- Bring your Student ID card



# How Do I Get Services?



- You may make an appointment with the Learning Center by visiting room 2-141 (near the flex lab), or by calling Candace at 651-423-8420
- We recommend scheduling appointments in advance, as time slots fill quickly. The Administrative Assistant can schedule you up to 2 weeks in advance.\*

**\*24-hour cancellation notice applies. A no-show will forfeit your scheduling privileges.**

## **HOURS AND SPECIFIC LOCATIONS**

- The professional Writing Consultant is located in the Learning Center office, Room 2-141. You can receive appointment-based tutoring in 2-141, or visit during walk-in hours in the Writing Center, Room 2-103. Appointments run from 10 am -12 pm, MWF, and Writing Center hours are 12 pm – 1 pm, MWF. Online tutoring is available MTWHF.

# WRITING CENTER WEBSITE

- More information about our services, as well as writing resources, can be found at the website of the WRITING CENTER at

[www.dctc.edu/writingcenter](http://www.dctc.edu/writingcenter)

# THE WRITING CENTER

“For all abilities, and at all stages  
of the writing process.”

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