We can help you:

- discover topics and generate ideas
- organize your materials
- rethink your approach
- become your own editor
- improve your writing process

**Attendance/Cancellation Policy**

- All appointments made must be made by the person who will be receiving the tutoring.
- Any appointment cancellation must be made at least 24 hours before the appointment or you will be considered a no-show. (Call 301-546-0748 to cancel or leave a message.)
- Appointments made on the same day are expected to be kept; otherwise, you will be considered a no-show.
- If you arrive more than 10 minutes late, your appointment will be available for walk-ins. If your time is given away, you will be considered a no-show. If your time is still available, a late arrival form will be created.
- On the third no-show, you will be blocked from making an appointment for the semester and any scheduled appointments will be cancelled.
- If your missed appointment was due to a specific circumstance, you may schedule a meeting with the Writing Center coordinator.

**Contact Information**

To make an appointment, call 301-546-0748

Visit the Writing Center at Bladen Hall Room 107

www.pgcc.edu/go/writingcenter

301 Largo Road | Largo, Maryland 20774

www.pgcc.edu

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What services are available?
The **Writing Center** helps with writing assignments at any stage of the writing process, in any credit course.
The **Grammar Center** helps with grammar issues in writing for any credit course.
The **Language and Communication Center** helps with courses in Speech or Language Studies.

How do I make an appointment?
You may call 301-546-0748 for an appointment or stop by the scheduling desk on the first floor of Bladen Hall. Appointments may be made up to two weeks in advance. You are allowed a maximum of two appointments per week.

When is the Writing Center open?
Tutoring hours vary each semester, but the scheduling desk (301-546-0748) is open:
Monday through Thursday: 8:30 a.m.–8:30 p.m.
Friday: 8:30 a.m.–4:30 p.m.
Saturday: 9 a.m.–3:30 p.m.

Questions?
Contact Dr. Abby Bardi, Writing Center coordinator, at 301-546-0598.

How can I have a productive Writing Center session?

**Be on time.**
Tutoring sessions are scheduled by appointment for thirty minutes on the hour and half-hour. If you are ten or more minutes late, you will forfeit your appointment.

If you can’t make it to your appointment on time, please call the Writing Center to cancel or reschedule (301-546-0748). If you do not call to cancel at least 24 hours in advance, your appointment will be considered a no-show. See back panel for complete Attendance/Cancellation Policy.

**State your needs clearly.**
Identify what you would like to accomplish in your tutoring session. For example, do you need help
- clarifying the assignment?
- developing a thesis?
- organizing your ideas?
- investigating your topic?
- documenting sources?

Plan ahead so you know what your goals are for the session.

**Have your materials ready.**
Be prepared to show the tutor a written description of your assignment. If your instructor has not provided one, please request one. Bring whatever written work you have completed, corrected to the best of your ability. In addition, bring your textbook, handouts, and any other materials you may need during the tutoring session.

**Allow enough time for revision.**
Good writing requires rewriting. Be sure to schedule your appointment well ahead of the due date so you have time to rework your paper. You may want to allow enough time for a follow-up session to go over the changes you make.

**Be open to suggestions.**
Your tutor knows that the writing process can be frustrating, and wants to be helpful. Listen with an open mind.

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