



# Email Coaching

College of DuPage - Writing, Reading, Speech Assistance



## Facts for Students

**Email coaching** allows you to receive a reply from a coach who will be able to spend up to 45 minutes reading and responding to a written draft or an outline.

### When you submit your draft, we ask you to:

Describe something you are doing well or that is going well in your draft.

*We ask you to do this because all writers benefit and learn from identifying what they do well.*

Write questions you have about your draft to guide the coach's initial reading/response.

*We ask you to do this because your draft is your work: you know what you are trying to accomplish. While 45 minutes sounds like a long time, coaches will not be able to respond to everything in your draft, so your questions help the coach know what to prioritize in their reading and written response.*

Include the assignment either as an attachment or as a detailed description.

*We ask you to write out as much of your assignment as you remember, or attach the document from Blackboard, so that we understand what you have been asked to write and what your instructor's goals are for the assignment. This will help the coach steer you toward these goals.*

Acknowledge the writing you are submitting is wholly written by you.

*We ask you to do this because academic integrity is the cornerstone of good writing and important to your success as a student here at College of DuPage.*

The more thorough and thoughtful your questions and the more detail we have for your assignment, the better able coaches are to respond to your writing. Take some time when filling out the form before submitting your essay.

- Coaches will note what is going well in your draft and respond to your questions.
- We will read to understand what you are saying and will note potential problems of understanding or gaps in organization and information.
- We will ask questions to help you think about your draft critically with an eye to revision.
- If we see error patterns, we will explain how to avoid these errors and point you toward resources online.

We will not edit, proof read, or correct your drafts: our goal is to help you learn how to do those things for yourself and to become better writers. We look forward to reading your words and responding to your written work! If you have questions in registering or uploading your draft, please call 630-942-3355.

**To submit a draft, you will need to register with Writing, Reading, Speech Assistance (WRSA) by following the instructions on the webpage.**

**Writing, Reading, Speech Assistance in the Learning Commons**

Mon. to Thur.: 8 a.m. to 7 p.m. | Fri.: 8 a.m. to 2 p.m. | Sat.: 9 a.m. to noon | Sun.: 1 to 4 p.m.

College of DuPage | SRC 2102 | TEC 1016B | (630) 942-3355 | [cod.edu/LearningCommons](http://cod.edu/LearningCommons)