

A conference is...

A conference is an informal conversation about your writing with a University Writing Center intern. It will help you explore ways to improve your overall writing skills. The intern will focus on improving your understanding and use of the writing process as a whole, not just the paper in front of you. This will help you improve the current paper, the next one, and so on into your career.

We will *talk* with you about any part of the writing process or any of your writing. However, we won't do your work or your writing for you. From brainstorming to drafting to revising and polishing, our goal is to help you improve your writing for the long term.

The writing process is...

1. **Prewriting**
Planning, researching, freewriting, clustering, discussing, brainstorming, etc.
2. **Organizing**
Reviewing, associating, detailing, focusing, clustering, analyzing, outlining, etc.
3. **Writing**
Drafting, composing, selecting, wording, ordering, etc.
4. **Revising**
Reading, rethinking, reanalyzing, relating, cutting, pasting, adding, deleting, moving, refining, rearranging.
5. **Editing**
Proofreading, fixing, spelling, punctuating, spacing, capitalizing, polishing.
6. **Publishing**
Producing, printing, submitting, sharing.

Computers help...

With approximately twenty computers and two printers, the University Writing Center can serve a number of your computer needs.

Don't be frightened at the thought of learning to use computers. Our interns can help you learn how to use our computers and software to write and learn. We have software that will help you:

- **Word Process.** Microsoft Word is an industry-standard word processor and page layout program.
- **Present.** PowerPoint is an electronic presentation design and delivery program from Microsoft.
- **Work with numbers and data.** Excel is a spreadsheet program from Microsoft.
- **Use the Internet.** Internet Explorer is the premier Web browser from Microsoft.
- **Improve your grammar.** Various tools can help assess your grammar skills and provide practice lessons to improve them.
- **Learn to type.** Our typing tutor program provides personalized instruction, fun skill-building games, and hands-on typing exercises.
- **Learn visually.** A product called Inspiration is a powerful visual learning tool that inspires you to develop ideas and organize thoughts by diagramming and outlining concepts and information.
- **Improve your writing.** Write:OutLoud and CoWriter are word processing programs that read your writing aloud to you, predict word choice, and improve spelling and grammar.
- **Accessibility.** Accessible computers and software are provided.

Remember...

1. Bring your own 3.5" high-density floppy disk or Zip disk to save your work. We regularly delete documents saved on the computers.
2. Create a backup of your disk and its contents.
3. Macintosh computers can read PC-formatted disks; however, PCs cannot generally read Macintosh-formatted disks. If the computer prompts you to initialize your disk, ask for help.
4. Don't try to fix computer problems yourself. Ask an intern for help.
5. Don't install any software on the computers.
6. Keep your voice down and remember people are working.
7. Leave your books and backpacks in the cabinet by the door.
8. Don't bring any food or drink into the center.
9. Use your cell phone outside the center.
10. Print only up to two copies of your work.
11. Ask for help if you need it.

Handouts and books...

We have a number of handouts to help you with the writing process, documenting sources, grammar, editing, etc. Please ask an intern for an index of the handouts.

The University Writing Center library in the conference area has shelves full of books and journals packed with writing instruction and helpful hints for use. You can check out certain books for a limited time. Just ask an intern.

We are...

The University Writing Center is made up of students just like you. They've had college writing experiences similar to yours and have learned to write using the process the university teaches. They aren't writing experts or writing teachers. They are interns because they want to help other people learn to use the writing process and are earning academic credit for helping other writers.

Allison Holland, director of the University Writing Center, oversees the center's operations, strategic direction, and staffing. In addition, the University Writing Center employs graduate assistants to oversee day-to-day activities, to teach lab courses, and to help students and interns.

We will...

- Read your work at any stage.
- Give constructive feedback on your writing.
- Discuss ways to make your writing clearer and more effective.
- Offer guidance with organization.
- Help you identify your error patterns.
- Be honest and sincere.
- Offer encouragement and support.
- Help you learn to use computers.
- Help you better understand your assignments.

We won't...

- Take responsibility for any of your writing.
- Proofread, correct, or edit your work.
- Type a paper for you.
- Grade your paper or do written evaluations.

For over 20 years, the University Writing Center has been dedicated to helping writers—and everyone is a writer—with different abilities to improve their skills at all stages of the writing process. The University Writing Center emphasizes the process of writing and provides a comfortable place to write, to receive training, to work with writers, and to use tools and resources in a community environment. It nurtures writers individually through encouragement, development, and growth in the pursuit of excellence in rhetoric and composition.

We are pleased to work with you on your writing and have you as a part of our community. If you have a paper coming up, whether you want to word process, have a conference, or both, remember to plan ahead. Allow yourself enough time to collaborate with us on any and all stages of the writing process.

We are conveniently located in SUB-116, just west of the Donaghey Student Center.

Overall, the University Writing Center is a center for writing excellence. Regardless of where you are with a paper or as a writer, we want you to write here.

UALR

University Writing Center

University of Arkansas at Little Rock
SUB-116

501.569.8343

www.ualr.edu/~owl/