

Speaking Assistance Service (SAS)/Writing Assistance Service (WAS) Notes for PolyU Staff

These services aim to help you study skills related to speaking and develop as a writer. We recommend that you visit SAS/WAS more than once so that you can make progress with both your speaking and writing.

- Appointments can be made online.
- Each appointment is 50 minutes long.
- Confirm your appointment at the CILL counter each time you come to the SAS/WAS.
- Your appointment will be cancelled and given to someone else if you are 10 minutes late, and you will be considered absent. Any PolyU staff member who is absent twice in a semester will not be able to make any advance SAS/WAS bookings for that semester.

If you cannot attend, cancel the registration at least **THREE** days in advance on-line. Please do NOT write to the teacher.

What to do during the SAS sessions

The teacher will help you decide your study areas and suggest some materials if you cannot decide.

The teacher will help you practise the speaking skills that you want to work on. However, you must participate actively and make full use of the opportunity to practise your speaking.

You are advised to use the last 10 minutes of the session to review what you have learnt. Use the reflection page in your portfolio to help you write a brief reflection on your learning. Ask the teacher for feedback on your progress, effort and performance.

The teacher can also help you decide what to study next time and what materials to use, but you must also look at the materials yourselves, outside of the SAS session.

What to do during the WAS sessions

Bring in a piece of writing to discuss with the WAS teacher.

Please remember that you are responsible for your own writing. In WAS, the teacher gives you suggestions from a reader's perspective, but you have to decide for yourself how you want to revise your writing. That is why the WAS does **NOT** edit or rewrite for writers. We are **NOT** a proofreading service either. Please do not ask WAS teacher to correct your grammar or spelling for you.

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