

## **Policies for English Consultation Services**

### **I. Aims of Services**

(1) To enhance English writing ability of students and faculty members at National Taipei University of Technology, since the 95<sup>th</sup> school year, the Media Center, Office of Academic Affairs has provided free English consultation services that are committed to establishing a professional and personalized consultation environment.

(2) Through one-on-one consultations, students and faculty members at NTUT can obtain suggestions about English learning and tactics for English proficiency tests or receive guidance on and corrections to English writing. It is hoped that with such consultations, clients—all NTUT students and faculty members—can employ precise, succinct vocabulary and grammar patterns to make effective statements in academic or workplace contexts.

(3) The consultation services aim to help solve difficulties encountered by students and faculty members in learning and using English. The Media Center provides consultation services for current students and full-time faculty members only. The Media Center does not offer Chinese-English translation or manuscript editing services.

### **II. Appointment Scheduling and Services Provided**

(1) To make use of the consultation services, clients are required to schedule an appointment (or appointments) through the Taipei Tech Portal website (Information System → Academic Affairs System → Media Center System → English Consultation System). For each session (50 minutes), consultants can only review documents no more than 1,000 words in total.

(2) The English consultation services involve the following four broad areas:

#### **A. Test-Taking Strategies for English Proficiency Tests**

The Media Center provides consultation services focusing on test-taking strategies for some common English proficiency tests.

- University-Wide English Proficiency Test
- GEPT
- TOEIC
- TOEFL
- IELTS
- BULATS

## B. Guidance on Reading Texts Written in English

Students can discuss with the consultant any paragraphs in textbooks written in English or any English journal articles which they are not able to entirely comprehend. The consultant will promote students' understanding of the reading texts by analyzing the sentence patterns and the organization and structure of a paper.

## C. English Writing Consultations

The Media Center provides NTUT students and faculty members with English writing consultations, corrections to sentence structure and grammatical errors, and guidance on creating a résumé in English.

## D. English Ability Consolidation

Students can obtain further out-of-class assistance to strengthen their fundamental English skills, including

- Pronunciation and Expression
- Grammar Pattern and Sentence Structure
- English Learning Strategies

To make the consultation more productive, clients are encouraged to upload their documents for consultants' reference when scheduling an appointment. If the document exceeds 1,000 words, please highlight the key points (within 1,000 words) before uploading it.

(3) Prior to your scheduled appointment time, please show up at the Media Center in person and register with your Student ID Card or Faculty ID Card before entering the consultation room. The consultant will offer suggestions on rhetoric, sentence building, organization, and format as well as introductions to self-learning strategies

and resources based on each client's individual needs.

(4) A client who schedules an appointment should be the author of the documents to be reviewed and is requested to attend the consultation meeting in person. After the consultations, (s)he should submit a copy of the documents for the Media Center to photocopy and archive.

### **III. Regulations**

(1) To make use of the consultation services, clients should schedule an appointment online three days in advance (from time of appointment).

(2) A faculty member can schedule a maximum of two appointments at one time while a student a maximum of one appointment only. For those who want to reserve more sessions, please make reservations the next day after the consultations.

(3) Please show up at the Media Center on time and register with your Student ID Card or Faculty ID Card. If you have to reschedule your appointment due to emergencies, please cancel it online at least three days in advance of your appointment.

(4) If two or more clients want to participate in a single consultation session, the one who has scheduled an appointment should upload the documents to be reviewed and the other clients are not allowed to bring in other new documents for consultations at the session on the day of the appointment. Please make further reservations whenever needed.

(5) A client who misses an appointment without canceling it in advance as regulated will not be allowed to schedule another appointment for 30 days. For a client who does not arrive within the first 10 minutes of a scheduled appointment, the consultation session will end as scheduled despite his/her lateness and (s)he will not be allowed to schedule another appointment for two weeks.

(6) The consultation services are open to current NTUT students and faculty members only, not including staff members, part-time instructors, alumni, and family members of faculty/staff members/students. Making appointments using second accounts or friends accounts is strictly prohibited and offenders will be blocked from the system

permanently.