

The Academic Support Area is run by the ELI (English Language Institute) and offers one-to-one support and advice. ELI teachers are here to help you improve your presentation, conversation and writing skills.

PRESENTATION

The ELI teachers at the Presentation desk can give you advice about how to improve your content, organization, language, visuals, and presentation skills. With their help, you can become a more confident and powerful presenter.

How long?

Each appointment lasts 15 or 20 minutes.

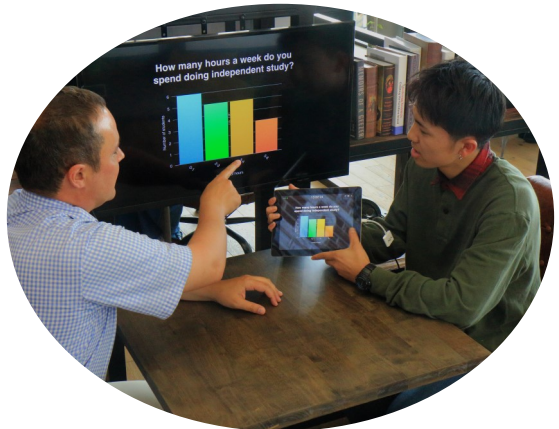
How many people?

You can come alone or with your presentation group.

What will we talk about?

You can get advice at any stage of preparing a presentation, from doing the research and organizing your ideas to preparing the visuals and practising your presentation skills. Before your appointment, please choose one or two areas that you would like to focus on. For example:

- ◆ Speaking persuasively
- ◆ Organising your ideas
- ◆ How to give a strong introduction or conclusion
- ◆ Making effective slides/visuals
- ◆ Body language
- ◆ Using your voice effectively
- ◆ Dealing with questions
- ◆ Connecting with the audience



What should I bring?

Bring your presentation outline, note cards, or slides with you. You can plug your iPad into a large TV to show slides in a larger format.

CONVERSATION

You can talk to an ELI teacher about any topic you like. It's a great place to practice your discussion skills, build your confidence, and improve your fluency.

How long?

Each appointment lasts 15 minutes.

How many people?

You can talk to the teacher one-to-one or one-to-two (with a friend).

What will we talk about?

You should choose the topic in advance. Any topic is OK, but make sure it is a topic that is easy for both you and the teacher to talk about for 15 minutes.



Preparation

To use your time with the teacher most effectively, you should do some preparation. For example:

- ◆ Look up useful vocabulary
- ◆ Make a mindmap of ideas connected to the topic
- ◆ Decide what your opinions about the topic are
- ◆ Find some facts and examples to support your opinions
- ◆ Prepare some questions to ask the teacher
- ◆ Think about what questions the teacher might ask you, and prepare your answers
- ◆ Set a goal for yourself for your conversation, e.g. "I want to ask more follow-up questions."

Hint

It's a good idea to record your conversation so that you can listen again and reflect on what you did well and how you could improve next time. However, make sure that you ask the teacher if it is OK. ("Is it OK to record this conversation?") Some teachers might prefer not to be recorded.

WRITING

You can get advice from an ELL teacher about how to improve your written English, such as how to organize your ideas and how to express them more clearly and naturally.

How long?

Each appointment lasts 15 or 30 minutes. (If there is availability, you can book two 15 minute sessions.)

What will we talk about?

The teacher will look at a piece of your writing with you and give you advice on how to improve it. Before your appointment, please choose one or two areas that you would like to focus on. For example:

- ◆ Organising your ideas
- ◆ How to write a strong introduction or conclusion
- ◆ Writing persuasive arguments
- ◆ Showing connections between ideas
- ◆ Sentence structure
- ◆ Using conjunctions
- ◆ Punctuation/spelling/formatting
- ◆ Using sources
- ◆ Choosing suitable vocabulary



What should I bring?

Please bring a piece of writing for the teacher to look at together with you. It can be a class assignment or something that you have written outside of class. If your piece of writing is very long, it is difficult for the teacher to read it all and comment in detail in only 15 or 30 minutes, so either choose one short section of the piece to focus on, or ask the teacher to give general comments only.

Please note!

It is not a correction service, so do not expect the teacher to fix everything.

OTHER SERVICES

ONLINE WRITING CENTER

If you are unable to come to the Academic Support Area, you can also get feedback on your writing online.

- ◆ Go to <http://kuis8.com/advising/academic-support/> to submit your writing.
- ◆ Please send your writing as a Word document or as a Google Doc, not as a PDF.
- ◆ Please allow at least one working day (Mon-Fri) for a response. The service is unavailable during vacations and when there are no classes.



READING LOUNGE

You can read English language newspapers and magazines while relaxing.



CONSULTATION AREA

This area can be reserved by teachers to meet with their own students and talk about their studies. (Note: Students cannot make reservations.)

USEFUL PHRASES

Excuse me. My name is (your name). I have a reservation at (time).

Excuse me. Are you (teacher's name)?

Is it OK to talk now?

Is it OK to record this conversation?

FREQUENTLY ASKED QUESTIONS

❖ How do I make a reservation?

You can make a reservation at <http://kuis8.com/advising/academic-support/>. You must sign in before making a reservation. The first time you use the website, you will be asked to make a new user account.



❖ How often can I visit the Academic Support Area?

We would love you to visit as often as you can, but to make sure that all students have a chance, you should only make one Conversation appointment, one Writing appointment, and one Presentation appointment a day.

❖ I haven't made a reservation. Can I still talk to a teacher?

If a teacher is free, it's OK to ask to talk to the teacher. Say, "Is it OK to talk to you now?" However, the teacher will probably ask you to put your details on the schedule anyway so that we know how many students are using the Area.

❖ I made a reservation, but now I can't go. What should I do?

You should cancel the appointment on the KUIS 8 website, especially at busy times. There might be another student who would like to visit at that time.

❖ I made a reservation, but the teacher is still talking to another student. What should I do?

It's possible that the teacher has not noticed the time. Approach the teacher and say, "Excuse me. My name is (*your name*). I have a reservation at (*time*)."

❖ I made a reservation, but I'm not sure where to go.

The teachers sit at the desks in the Academic Support Area, on the 2nd floor of KUIS 8. Look for the signs showing the service (Conversation, etc.) and the teacher's name. If you are not sure, say, "Excuse me. Are you (*teacher's name*)?"

❖ 日本語での説明はありますか？

あります！次のURLでご覧下さい：<http://kuis8.com/advising/academic-support/>

