



# Mentoring Booking Form



*Effective English for Postgraduate Research Students*

Please fill in this form in as much detail as possible. This will enable us to tailor our service to your needs. Return the completed form and a copy of the document you wish to discuss to Zoe Mak, EEPRS, Dept of English, AG428 (egeeps@polyu.edu.hk). We will contact you as soon as possible to arrange a suitable time.

**EEPRS Staff do not rewrite or edit for postgraduate students**

Name:	English	Chinese	Other Name (e.g. Peter, Mary)
Contact Details:	Department	Student No.	Programme: PhD / Mphil
	Mobile Number.	Office Tel. No.	E-mail address
Supervisor:	Name	E-mail Address	Phone

Please specify which section of your thesis/dissertation you wish to focus on for the session and the number of pages. You can submit more than 10 pages each time, but with the possibility having it divided into several sessions. **Please be reminded that the mentoring service covers research students' theses and dissertations or students' research papers based on dissertation only.**

Thesis Title:

No. of Pages:

You are planning to finish your thesis/dissertation in \_\_\_\_\_ Months. \_\_\_\_\_

- How did you get to know about this service?
  - From EEPRS posters
  - From EEPRS workshops
  - From your supervisor
  - From the EEPRS website
  - From other research students
  - From other sources (*please specify*) \_\_\_\_\_
- At which stage of development is the document now?
  - Revising a previously submitted document
  - Finished first draft
  - Writing the first draft
  - In the process of writing parts/ planning
- What do you perceive as your major needs for writing / speaking?
  - How to improve logical reasoning by appropriate language use
  - How to improve the organization
  - How to choose words appropriately
  - How to make sentences more precise
  - How to use tenses appropriately
  - How to make the language more effective
  - How to improve my grammar
  - How to decide on whether to use active/passive voice
  - Others (*please specify*) \_\_\_\_\_
- Please list the main areas or types of assistance you wish to get from the mentoring session.
  - 1<sup>st</sup> \_\_\_\_\_
  - 2<sup>nd</sup> \_\_\_\_\_
  - 3<sup>rd</sup> \_\_\_\_\_
- Which of the following did you use to prepare the document you are sending in?
  - Clarifying and focusing on the main points
  - Relying on past writing experiences
  - Using feedback from supervisor
  - Taking advantage of first language/culture
  - Using feedback from peers
  - Using other people's theses as models
  - Using my disciplinary writing training
  - Using journal articles as models
  - Others (*Please specify*) \_\_\_\_\_

Thank you for your interest in EEPRS Mentoring

*When you have completed this form, please save this file on your computer using "Save as" and email it along with your papers to egeeps@polyu.edu.hk*

<b>For Office Use</b>	
Date of received: _____	No. _____
<b>Mentoring Session</b>	
Mentor: _____	Venue: _____
Date: _____	Time: _____