How to make a reservation

1. The Writing Consultancy is a free service held by the Eagle Project. It is only opened for all the NCKU students, faculty and staff to make appointments. This offer excluded people outside the campus.

2. The consultancy period is from October 23rd, 2017 to December 13th, 2017 except for the midterm weeks on November 13th to 24th, 2017. For more details, please refer to the timetable below.

3. There are two ways to make reservations:
   (1) Visit Shiu-Chi Building, 4th floor and fill in the reservation form
   (2) Reserve by phone (TEL: 06-2757575 #52258).

4. There are three consultants, they are all Taiwanese.

5. Everyone can only book one period at a time, and may not make other reservations before their counseling time is complete.

6. Please remember your meeting time. If you want to cancel your reservation, please give us a phone call or send us an e-mail (nckueagle@gmail.com).

7. Suspension rules: If you do not inform us the cancelation three days in advance, we will suspend your reservation right for two weeks. Please notice this rule in order to protecting your reservation right.

8. After booking a time slot, please print out your writings in advance and bring them to consultants on your meeting day.

9. Timeslots available for reservation will be updated weekly on the website for references. However, to ensure the reservation, one is encouraged to go to our office and check the reservation form.

About the Consultancy

1. Each time slot goes for 30 minutes. Please be punctual. We do not offer additional time if you being late to ensure the counseling right of next person.

2. The length of articles for consulting shall not be too long (500-700 words); the genres of articles can be general writing, class report, academic writing, autobiography, CV, TOEFL composition, study plan, or documents for studying abroad.

3. Notice: It is a face to face writing consultancy. Teachers will give suggestions based on the usage for words, grammar, conherence and cohension. Teachers will not go through every words or sentences for you. Moreover, teachers will not write the papers for you, either. Moreover, if you have a need for proof-reading, you can contact Foreign Language Center to obtain information about the charged service.

Timetable for Writing Consultancy

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td>Time</td>
<td>Consultant</td>
<td>Time</td>
</tr>
<tr>
<td>Slot A</td>
<td>15:30~16:00</td>
<td>Slot C</td>
</tr>
<tr>
<td>柯瓊琪 老師</td>
<td></td>
<td>顏諫萱 老師</td>
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<tr>
<td>Slot B</td>
<td>16:00~16:30</td>
<td>Slot D</td>
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Venue: Room 26410, 4th floor, Shiuch-Chi Building