The Skills@LJMU FeedForward Service

Our Skills Tutors are available via email to provide advice and guidance on drafts of your written work before you hand it in.

They will commonly advise on aspects such as:

- Your adherence to academic writing conventions
- The structure and flow of your assignment
- Your level of critical analysis
- Your use of source material and references
- Your adherence to the assignment brief
- Your use of grammar and punctuation
- Your use of tables, graphs and figures
- Your statistical analysis of data

It is important to note that this is not a proofreading service. Tutors will only advise on a section or percentage of your work, and will only look at a piece of work once. In the case of dissertations, tutors will treat each chapter as a single piece of work. Tutors cannot offer any advice on subject material, and they cannot offer any judgement on likely marks for the assignment.

Using the Feedforward service:

- In an email, provide an overview of both the assignment you are writing and the area or skill which you would like a tutor to comment or advise on. Where appropriate, indicate which section of the document that you would like the tutor to focus on.

- Attach a copy of your written work to the email along with a copy of any assignment instructions or guidance. Then, send your email to feedforward.skills@ljmu.ac.uk.

- You will then receive a reply from one of our tutors, along with their comments and advice for improvements, within 3 working days.

Follow-up advice

As part of the FeedForward service, you will be offered a follow-up meeting with a tutor to discuss the email advice that has been provided. These meetings are useful if you want to discuss the tutor’s comments, or if you want to check that you have effectively put the advice into practice.