Online Tutorials
Instructions for an online tutorial

1. Note the time* and date of your appointment.
2. You will be sent a calendar invitation and link to the 'Microsoft Teams meeting' with your tutor, shortly before the tutorial time via your Coventry email account - this will also show up in your Outlook calendar. Please note that although it is called a 'Teams' meeting, only you and the tutor will be there.
3. Think about what you would like to review or discuss with your tutor.
4. Email your work to the tutor before the appointment. Please note: The tutor will not read your work before the tutorial, but s/he will open it when the tutorial begins.
5. Join the Microsoft Teams meeting by clicking on the link in the calendar invitation. Ensure your microphone is switched on.

*If you will be joining from outside UK, please check the time of your appointment carefully. If you are unsure about this, please email the tutor to check.

Academic English Tutors:

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