



## Fall AY2018 Workshops

Graduate Writing Center and Dudley Knox Library



Resident workshops are held in the Dudley Knox Library unless otherwise listed.

### MECHANICS, GRAMMAR, AND STYLE

#### **Basics of Academic Writing, Level I** Carla Orvis Hunt

- Friday, September 29, 1300–1430 Room 151
- Monday, October 16, 1300–1430 Room 151

Has it been awhile since you weighed the difference between an adjective and an adverb? Refreshing your writing knowledge will raise the credibility of your work and increase the clarity of your ideas. The Basics series provides a solid toolkit for students at every level of graduate and professional writing. Level I reviews mechanics, punctuation, grammar, and word choice. Please see Level II for additional help on style, Building Better Sentences for sentence structure, and Writing Winning Arguments for instruction on the form of academic papers.

#### **Basics of Academic Writing, Level II** Carla Orvis Hunt

- Friday, October 6, 1300–1430 Room 151

Level II expands the toolkit developed in Level I, adding solutions for grammar and style questions. Additionally, this workshop features time for hands-on practice and questions. Students who have taken Level I this term are automatically eligible; students who have taken it in the past or have yet to enroll should email the instructor for pre-class documents (see WOnline calendar for instructor email address).

#### **Building Better Sentences, Level I** Carla Orvis Hunt

- Monday, October 2, 1300–1430 Room 151
- Thursday, October 19, 1530–1700 Room 151

If you daydreamed through the grammar lessons of your schooldays, take heart. Through clear and simple explanations, we demystify terms and concepts that seasoned writers take for granted, focusing on sentence structure including elements, patterns, and the active voice. For help understanding mechanics and punctuation, we recommend taking Basics of Academic Writing first for a solid refresher. Since sentences are the basic element for clearly and concisely expressing ideas, Building Better Sentences is an ideal addition to your toolkit.

#### **Building Better Sentences, Level II** Carla Orvis Hunt

- Tuesday, October 10, 1330–1430 Room 151

Level II focuses on guided sentence-building practice, applying the toolkit acquired in Level I. Students who have taken Level I this term are automatically eligible. Students who have taken Building Better Sentences in the past or have yet to enroll should email the instructor for pre-class documents (see WOnline calendar for instructor email address).

#### **Finding Your Voice: Strategies for Active Writing** Matt Norton

- Monday, October 23, 1030–1200 Room 151

Overusing passive voice is one of the most common stylistic blunders in academic writing. However, it can be hard to identify and even harder to fix. This workshop will explain what passive writing looks like and why in most cases active constructions are a better choice. Lessons and activities will show you how to transform idle verbs and inactive sentences. You will leave with strategies to select the best possible verbs, to craft more interesting prose, and to express your ideas more concisely.

#### **Mark My Words: Proofreading Tips and Tricks** Kate Egerton

- Thursday, October 12, 1300–1400 Room 151

A paper with misspelled words and misplaced apostrophes instantly loses credibility. Even a “small” error can have big consequences. That’s why proofreading is a necessary part of making the most of your message. We will cover tips and tricks straight from the publishing field to help you more easily and consistently catch your own writing errors before someone else does—or worse, someone doesn’t.

#### **Technical Writing** Kate Egerton

- Monday, October 16, 1030–1200 Room 151

Are you more comfortable solving equations than drafting sentences? Come focus on the precise skills you need to write clear technical reports and theses. In this workshop, we will dissect a well-written report, decide what makes it effective, identify steps you can use to emulate its features, and review editing and proofreading strategies appropriate for technical writing.

## PLANNING AND ORGANIZATION

### ***Beyond Brainstorming: How to Kickstart Your Paper, Level I*** Sasan Mousavi

- Monday, October 2, 1030–1200 Room 151

Stumped when you face a blank page? Acquire tried-and-true techniques for starting a paper: brainstorming, clustering, concept mapping, pre-writing, and outlining. Master practical methods to clear the cobwebs and stare down that blank page. By trying out the various techniques during the workshop, you will discover which ones work best for you.

### ***Beyond Brainstorming: How to Kickstart Your Paper, Level II*** Sasan Mousavi

- Friday, October 13, 1300–1400 Room 151

This workshop takes your pre-writing skills to the next level. Students are encouraged to bring topics from actual NPS writing assignments to test brainstorming strategies learned in Level I. You will come away with a better sense of how to use each strategy and increase your creativity. Level I is highly recommended but not required.

### ***Building Blocks of Academic Papers*** Kate Egerton

- Friday, October 6, 1100–1200 Room 151

Not sure how an analysis differs from an argument? How an introduction should be different from a conclusion? How a thesis statement differs from an abstract? Are you unclear about the role of alternative explanations, what goes in a bibliography, what to footnote other than sources, or the point and structure of a literature review? Come learn how the building blocks of academic papers fit together, making your papers more readable and complete.

### ***Organization: The Secret to Clear Writing*** John Locke

- Thursday, October 5, 1600–1700 Room 151
- Wednesday, October 18, 1600–1700 Room 151

Academic or research-based writing is distinctly different from other forms of writing. Our primary purpose is to describe knowledge, which, at the graduate school level, is most likely to address the logical connections between ideas. This calls for *structured* writing. This workshop will introduce the basic techniques that produce readable papers—comprehensive introductions, topic sentences, and embedding structure in language—and effective tools for composition. You will learn a systematic process for learning and writing that will focus your effort where it counts the most.

### ***Research Quickstart, Level I: Using the Library Search for Research*** Glen Koué

- Wednesday, October 4, 1200–1250 Room 151
- Tuesday, October 10, 1200–1250 Room 151

Get started with your research! Learn how to use the library search to find books, articles and more. The act of research opens the door to a seemingly infinite and chaotic universe of information. But your Dudley Knox Librarians are here to help you make sense of it all for a research journey that is more efficient and productive. This workshop will introduce you to the outstanding resources of the library and the online tools used to access them. It's time to start discovering!

### ***Research Quickstart, Level II: Beyond the Library Search*** Ann Jacobson or Kathy Norton

- Wednesday, October 11, 1200–1250 Room 151
- Tuesday, October 17, 1200–1250 Room 151

Take your library research to the next level. Develop your research skills and learn about library databases, research guides, google scholar, and more. We recommend you take Research Quickstart I first.

### ***Too Many Cooks? Best Practices for Group Project Success*** Chloe Woida

- Friday, October 20, 1100–1200 Room 151

Are you embarking on a group project or thesis? It takes more than a collaborative approach. This workshop will introduce best practices and potential pitfalls. We'll cover asking key questions at the outset, assessing member strengths, establishing an effective plan, assigning tasks, and communicating effectively. With the right approach, you'll start well, finish on time, and stay friends!

## CRITICAL THINKING

### ***Reading with Intent, Level I*** Zachary Shore

- Tuesday, September 26, 1730–1900 ME Auditorium
- Tuesday, October 24, 1300–1430 Room 151

So much reading, so little time! Learn and practice Dr. Zach Shore's method of reading at the graduate level for thesis content. This "search and destroy" technique allows you to comprehend and synthesize an author's arguments in 15 minutes. Level I teaches the "search" half, how to quickly extract an author's thesis and structure from an academic article. Though this method may take months to perfect, once you do, the pay-off is high in terms of comprehension, time saved, and enhanced critical thinking skills.

***Reading with Intent, Level II*** Zachary Shore  
• Monday, October 2, 1600–1700 Room 151  
• Tuesday, October 24, 1530–1630 Room 151

Level II teaches the “destroy” half of Professor Shore’s “search and destroy” technique. Learn how to critically examine a text for its strengths and weaknesses.

***Writing Winning Arguments*** Carla Orvis Hunt  
• Friday, October 13, 1030–1200 Room 151  
• Thursday, October 26, 1530–1700 Room 151

Academic writing is a gentle form of warfare. You go on “offense” by discovering the inadequacies in ideas that have come before you and reveal their weaknesses. Your offense also includes presenting convincing, well-reasoned arguments, which you, in turn, must defend. We will explore the nature of argumentation and persuasion, discuss common fallacies, and learn to structure and anticipate counterarguments.

## THESIS WRITING

***Constructing Research Questions*** Sandra Leavitt  
• Friday, October 20, 1300–1430 Room 151

Constructing a research question is probably the most important task for any paper you write. An overly broad question becomes mission impossible, while an excessively narrow question won’t help fill the pages. Learn strategies for identifying answerable, interesting questions. A compelling research question will keep you motivated and your reader engaged.

***Illustrate Your Thesis*** Marianne Taflinger  
• Wednesday, October 18, 1400–1500 Room 151

Why explain a figure if it’s worth a thousand words? Master the art of knowing when and what kind of graphic—figure, diagram, or photograph versus a table—can clarify a process for the reader or illustrate an argument. Learn some guidelines for making effective visuals and explaining them clearly. By examining some student figures, you’ll see how color coding, consistent units of measure, and annotations help the reader appreciate the data’s meaning.

***Mastering the Literature Review*** John Locke  
• Wednesday, October 11, 1530–1700 Room 151

A master’s degree requires mastering a field, and that mastery is demonstrated in a literature review, a required component of most theses and many papers. It is not, as often believed, a multi-title book review. It is, rather, a comprehensive evaluation of the literature relevant to your research question. More than a summary, it identifies strengths and inadequacies in the existing literature, which dovetails with your goal of adding new knowledge to your field. In this workshop, you will learn how literature reviews are constructed and how to make yours justify your research.

***Thesis Quickstart*** George Goncalves or  
Glen Koué  
• Thursday, October 5, 1200–1250 Room 151  
• Wednesday, October 18, 1200–1250 Room 151

Is it time to begin your thesis? Not sure how to start? This workshop will cover academic research and writing in general, as well as the specifics of the NPS thesis process. Learn how to navigate the process and launch your thesis with confidence.

## GRAD-SCHOOL SURVIVAL

***How to Give a Classroom Presentation*** Zachary Shore  
• Monday, October 23, 1530–1630 Room 151

Most graduate students will, at some point, have to deliver an oral report. Knowing what to say and how to say it is a challenge. Here, you’ll learn to forge a powerful presentation, penetrate to the core of your subject, and pull it off in style. The instructor will deliver a 15-minute book review, which you will then critique. In the process, we will identify the elements of strong and weak presentations, suggesting ways you can improve your own oral communications.

***Making the Grade: How to Take Notes and Ace Tests*** Cheryldee Huddleston  
• Friday, September 29, 1100–1200 Room 151  
• Monday, October 16, 1600–1700 Room 151

You take notes and learn the subject matter, so why is it so difficult to communicate your knowledge during tests? Knowing a few key strategies can make all the difference. This workshop will provide you with winning techniques for studying more effectively, taking useful notes, preparing for exams, and performing better during tests.

**Paraphrasing and Quoting** Sandra Leavitt and  
**Like a Pro** Greta Marlatt

- Wednesday, October 4, 1330–1500 Room 151
- Tuesday, October 17, 1530–1700 Room 151

You've all heard what you *shouldn't* be doing: don't violate the Honor Code, don't plagiarize, don't forget the rules of academic integrity. This workshop focuses on *what to do* to avoid these serious problems. We give you the skills to confidently incorporate others' words, ideas, analyses, models, and images into your own writing. You will gain experience summarizing, paraphrasing, and incorporating quotes from source material.

**Saving Time in Research** Zachary Shore

- Tuesday, October 3, 1300–1400 Room 151

What is graduate-level research? Without guidance, most students simply read a pile of books, then string together as many quotes as possible, creating slapdash, wandering papers that are painful to write and torturous to read. In this workshop, you will learn how to explain your research goals, explore potential research questions, and use other tactics that will make your research focused, efficient, meaningful and, yes, even fun to write and read!

**SPECIAL FIVE-SESSION WORKSHOP**

***"My Glory Never Dies":  
The Military in Literature, Film, and Onstage***  
Cheryldee Huddleston

All classes will be held in Glasgow 115 from 1730–2030.

- Thursday, October 12 Part I: The Trojan War/Battle of Agincourt
- Thursday, October 19 Part II: The U.S. Civil War
- Thursday, October 26 Part III: World War II
- Thursday, November 2 Part IV: The Cold War/Vietnam
- Thursday, November 9 Part V: Iraq/Afghanistan

**Students can enroll in all or in single sessions.**

Through the arts, develop your critical thinking as you explore the ancient concepts of courage, honor, and military glory, which have defined the lives and careers of military officers for centuries. Experience a compelling sampler of literature and performances—live, filmed, and audio—that have influenced Western culture and even military policy. Join lively discussions that strengthen your analytical skills and stem from your own responses and questions.

The workshop will be guided by Dr. Cheryldee Huddleston, GWC writing coach, playwright, and arts facilitator.