



Spring AY2018 Workshops

Graduate Writing Center and Dudley Knox Library

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



GRAD-SCHOOL SURVIVAL

NEW! Constructing Science and Engineering Papers Kate Egerton

- Wednesday, April 25, 1300–1400 Room 151

Not sure how results differ from discussion? How an introduction should be different from an abstract? Are you unclear about the role of alternative explanations or the point and structure of a literature review? Come learn how the building blocks of science and engineering papers and theses fit together.

NEW! Constructing Social Science Papers Kate Egerton

- Monday, April 9, 1300–1400 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 social science and policy papers fit together.

NEW! Mastering Test-Taking and Time Management Cheryldee Huddleston

- Monday, April 9, 1530–1700 Room 151
- Tuesday, April 17, 1530–1700 Room 151

You take notes and learn the subject matter, so why is it so difficult to communicate your knowledge during tests? And where does all the time go? Knowing a few key strategies can make all the difference. This newly expanded version of “Making the Grade” will provide you with winning techniques for studying more effectively, taking useful notes, preparing for exams, and performing better during tests; then receive practical, step-by-step methods for a “time investment” daily schedule.

Paraphrasing and Quoting Like a Pro

- Friday, April 6, 1030–1200
- Monday, April 23, 1530–1700

Sandra Leavitt and
Greta Marlatt
Room 151
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.

Reading with Intent, Level I

- Monday, April 16, 1530–1700

Larry Shattuck

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.

Research Quickstart, Level I: Using the Library Search for Research

- Wednesday, April 11, 1200–1250
- Thursday, April 19, 1200–1250

Glen Koué

Room 151

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: Ann Jacobson or
Beyond the Library Search Kathy Norton
• Wednesday, April 18, 1200–1250 Room 151
• Thursday, April 26, 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.

CRITICAL THINKING

Joining the Academic Conversation Cheryldee Huddleston
• Tuesday, April 24, 1530–1700 Room 151

Do your academic readings make you feel like an outsider? Don't remain an unheard voice in the wilderness. Learn how to construct your paper as a "conversation with others." In this workshop, inspired by the popular writing book *They Say/I Say*, you will learn the basic methods that scholars use to engage with larger debates. Your readers will understand you better, and you will stand on equal footing with the writers in your field.

Reading with Intent, Level II Larry Shattuck
• Wednesday, April 18, 1330–1430 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
• Tuesday, April 24, 1300–1430 Room 151

Academic writing represents you joining an ongoing conversation, respecting what has come before you while also adding to / observing weaknesses in previous arguments. Writing winning arguments concentrates on how observing the form of papers - introduction to conclusion - can aid the clarity of your ideas. Additionally, we review the logical nature of argument, including tips on perceiving and avoiding common fallacies and also how counter-arguments and rebuttals can strengthen your argument.

PLANNING AND ORGANIZATION

Beyond Brainstorming: How to Kickstart Your Paper, Level I Sasan Mousavi
• Monday, April 16, 1300–1430 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
• Monday, April 23, 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.

Group Project Writing: Planning for Success Chloe Woida
• Friday, April 27, 1300–1400 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!

Organization: The Secret to Clear Writing John Locke
• Wednesday, May 2, 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.

MECHANICS, GRAMMAR, AND STYLE

Building Better Sentences, Level I Carla Orvis Hunt
• Tuesday, May 1, 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 enhancing sentence structure including elements, patterns, and the active voice. Because *Building Better Sentences* focuses on making already correct sentences that much better, we recommend that you take (or request materials for) the Mastery Series (Grammar, Punctuation, and Clarity/Concision) beforehand if you want to refresh your comma use and more. That way, in just 90 minutes of this workshop, your ideas will shine through your sentences that much more brightly!

Building Better Sentences, Level II Carla Orvis Hunt
• Thursday, May 3, 1530–1630 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).

NEW! Mastery Series: Grammar Carla Orvis Hunt
• Friday, April 13, 1000–1100 Room 151
• Wednesday, April 18, 1500–1600

Learn to master the core structure of language and, more importantly, how to put grammar to work for you! Topics include parts of speech, avoiding pronoun confusion, alternatives to “however” and “therefore,” and, crucially, how to avoid fake news at the sentence level with tips to eliminate passive voice.

NEW! Mastery Series: Punctuation Carla Orvis Hunt
• Friday, April 13, 1130–1230 Room 151
• Wednesday, April 18, 1630–1730 Room 151

Learn to master commas and quotation marks and, crucially, how to put semicolons to work for you! Carla will admit that she got all the way to graduate school (in writing!) before she was advised that she could no longer gracefully pretend she had a bowl of commas that lived on her desk that she sprinkled randomly like parmesan cheese whenever she wanted to pause; she now masterfully applies the ten comma rules, and so can you.

NEW! Mastery Series: Clarity and Concision Carla Orvis Hunt

• Friday, April 20, 1030–1200 Room 151

Learn which conventions are rules, NPS norms, and style tips, all of which will help you masterfully put your words to work for you! Excellent clarity and concision stands as the core goal at the graduate and professional level of writing, so we have put together some writing master tips to make your life easier and your writing sassier in just 90 minutes.

Proofreading Tips and Tricks Kate Egerton
• Tuesday, April 17, 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, doesn’t.

Strategies for Active-Voice Writing Matt Norton
• Friday, April 27, 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.

Technical Writing Kate Egerton
• Monday, April 30, 1300–1430 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.

THESIS WRITING

Illustrate Your Thesis

Marianne Taflinger

• Friday, April 20, 1300–1400

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, April 25, 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, April 12, 1200–1250

Room 151

• Wednesday, May 2, 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.

Spring AY2018 Workshop Schedule by Date

Day	Date	Workshop	Time	Instructor	Room
Friday	4/6	Paraphrasing and Quoting Like a Pro	1030–1200	Leavitt/Marlatt	151
Monday	4/9	Constructing Social Science Papers	1300–1400	Egerton	151
Monday	4/9	Mastering Test-Taking and Time Management	1530–1700	Huddleston	151
Wednesday	4/11	Research Quickstart I	1200–1250	Koué	151
Thursday	4/12	Thesis Quickstart	1200–1250	Goncalves	151
Friday	4/13	Mastery Series: Grammar	1000–1100	Hunt	151
Friday	4/13	Mastery Series: Punctuation	1130–1230	Hunt	151
Monday	4/16	Beyond Brainstorming I	1300–1430	Mousavi	151
Monday	4/16	Reading with Intent I	1530–1700	Shattuck	151
Monday	4/16	International Formatting	1800–1930	Hawthorne	151
Tuesday	4/17	Proofreading Tips and Tricks	1300–1400	Egerton	151
Tuesday	4/17	Mastering Test-Taking and Time Management	1530–1700	Huddleston	151
Tuesday	4/17	International Formatting	1800–1930	Hawthorne	151
Wednesday	4/18	Research Quickstart II	1200–1250	Norton, K.	151
Wednesday	4/18	Reading with Intent II	1330–1430	Shattuck	151
Wednesday	4/18	Mastery Series: Grammar	1500–1600	Hunt	151
Wednesday	4/18	Mastery Series: Punctuation	1630–1730	Hunt	151
Thursday	4/19	Research Quickstart I	1200–1250	Koué	151
Friday	4/20	Mastery Series: Clarity and Concision	1030–1200	Hunt	151
Friday	4/20	Illustrate Your Thesis	1300–1400	Taflinger	151
Monday	4/23	Beyond Brainstorming II	1300–1400	Mousavi	151
Monday	4/23	Paraphrasing and Quoting Like a Pro	1530–1700	Leavitt/Marlatt	151
Tuesday	4/24	Writing Winning Arguments	1300–1430	Hunt	151
Tuesday	4/24	Joining the Academic Conversation	1530–1700	Huddleston	151
Wednesday	4/25	Constructing Science and Engineering Papers	1300–1400	Egerton	151
Wednesday	4/25	Mastering the Literature Review	1530–1700	Locke	151
Thursday	4/26	Research Quickstart II	1200–1250	Jacobson	151
Friday	4/27	Strategies for Active-Voice Writing	1030–1200	Norton, M.	151
Friday	4/27	Group Project Writing: Planning for Success	1300–1400	Woida	151
Monday	4/30	Technical Writing	1300–1430	Egerton	151
Tuesday	5/1	Building Better Sentences I	1530–1700	Hunt	151
Wednesday	5/2	Thesis Quickstart	1200–1250	Koué	151
Wednesday	5/2	Organization: The Secret to Clear Writing	1600–1700	Locke	151
Thursday	5/3	Building Better Sentences II	1530–1630	Hunt	151