



Summer AY2018 Workshops

Graduate Writing Center and Dudley Knox Library

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



GRAD-SCHOOL SURVIVAL

How to Give a Classroom Presentation

Zachary Shore

- Tuesday, July 17, 1730–1830 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.

NEW! Mastering Test-Taking and Time Management

Cheryldee Huddleston

- Friday, July 6, 1030–1200 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.

NEW! Papers and Prompts

George Lober

- Wednesday, July 18, 1600–1700 Room 151

You've just received a prompt for a class paper. You read it once, twice, and still can't figure out what you're being asked to do or what kind of paper you're being asked to write. Sound familiar? This workshop will identify specific types of papers you may be asked to write at NPS and offer strategies for decoding and understanding instructors' prompts.

Reading with Intent, Level I

Zachary Shore

- Tuesday, July 3, 1730–1900 ME Auditorium
- Monday, July 9, 1600–1730 Room 151
- Monday, July 30, 1530–1700 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 payoff is high in terms of comprehension, time saved, and enhanced critical thinking skills.

RESEARCH AND CITATION

NEW! Citation Management with Zotero

Glen Koué,

Ann Jacobson, or Kathy Norton

- Friday, July 27, 1000–1150 Room 151
- Tuesday, August 14, 1700–1850 Room 151
- Thursday, August 23, 1500–1650 Room 151

Learn how to use Zotero, a free tool that you can use to centrally collect, manage, and format your references in APA, Chicago, IEEE, and other citation styles. We will also show you how to use Zotero's Word plug-in to cite while you write your papers or thesis. This workshop is "hands on," so bring your own laptop! Workshop size is limited, and **registration at least 24 hours in advance is required**. After registering, you will receive an email with installation and setup instructions, which you will need to complete prior to the class.

Paraphrasing and Quoting Like a Pro

Sandra Leavitt and

Greta Marlatt

- Friday, July 6, 1300–1430 Room 151
- Friday, July 20, 1300–1430 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.

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

- Tuesday, July 17, 1200–1250 Room 151
- Wednesday, July 25, 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: Ann Jacobson or
Beyond the Library Search Kathy Norton

- Thursday, July 26, 1200–1250 Room 151
- Wednesday, August 1, 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.

Saving Time in Research Zachary Shore

- Tuesday, July 10, 1730–1830 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!

CRITICAL THINKING

Joining the Academic Conversation Cheryldee Huddleston

- Monday, July 16, 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 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 Zachary Shore

- Tuesday, July 10, 1600–1700 Room 151
- Tuesday, July 17, 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, July 13, 1030–1200 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 Marianne Taflinger

- Friday, July 20, 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.

NEW! Constructing Science and Engineering Papers Kate Egerton

- Wednesday, July 18, 1400–1500 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

• Wednesday, July 11, 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.

Organization: The Secret to Clear Writing John Locke

• Monday, July 9, 1300–1400 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.

Unlocking the Brain: Tips for Writer's Block Cheryldee Huddleston, Alison Scharmota, and NPS student panelists

• Tuesday, July 31, 1200–1300 Room 151

Does the prospect of getting started on a paper feel daunting? You are not alone—every writer goes through this experience. In this panel, four seasoned writers present tips for turning chaos into calm and realizing words on paper. Participants are invited to take part in a free-flowing discussion on the topic. Bring your opinions, questions, and own lessons learned to this brown-bag event.

MECHANICS, GRAMMAR, AND STYLE

Building Better Sentences, Level I Carla Orvis Hunt

• Tuesday, July 17, 1330–1500 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, July 19, 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 WCOonline calendar for instructor email address).

NEW! Mastery Series: Grammar Carla Orvis Hunt

• Tuesday, July 10, 1300–1400 Room 151
• Monday, July 23, 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

• Tuesday, July 10, 1430–1530 Room 151
• Monday, July 23, 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

- Thursday, July 12, 1300–1430 Room 151
- Wednesday, July 25, 1500–1630 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.

Strategies for Active-Voice Writing Matt Norton

- Friday, July 27, 1300–1430 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 clearly.

Technical Writing Kate Egerton

- Tuesday, July 24, 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

Constructing Research Questions Sandra Leavitt

- Monday, July 16, 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.

Mastering the Literature Review John Locke

- Monday, July 30, 1300–1430 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 Glen Koué

or George Goncalves

- Wednesday, July 18, 1200–1250 Room 151
- Thursday, August 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.

Writing about Tables and Figures Sandra Leavitt

- Monday, July 23, 1300–1430 Room 151

Will your thesis have four or 84 figures? Images in academic writing need to be skillfully discussed in both the body of your paper and in captions. We will practice writing about flow charts, graphs, set-off quotes, and tables. The techniques also apply to equations and computer code. A simple formula will help you consistently and professionally describe figures and their sources, and explain to your readers how each image supports your argument.

SPECIAL FIVE-SESSION WORKSHOP:

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

All classes will be held in Glasgow 130 from 1600–1900.

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

Students can enroll in single sessions or in all.

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.

Summer AY2018 Workshop Schedule by Date

| Day | Date | Workshop | Time | Instructor | Room |
|-----------|------|---|-----------|-----------------|---------|
| Tuesday | 7/3 | Reading with Intent I | 1730–1900 | Shore | ME Aud. |
| Friday | 7/6 | Mastering Test-Taking and Time Management | 1030–1200 | Huddleston | 151 |
| Friday | 7/6 | Paraphrasing and Quoting Like a Pro | 1300–1430 | Leavitt/Marlatt | 151 |
| Monday | 7/9 | Organization: The Secret to Clear Writing | 1300–1400 | Locke | 151 |
| Monday | 7/9 | Reading with Intent I | 1600–1730 | Shore | 151 |
| Tuesday | 7/10 | Mastery Series: Grammar | 1300–1400 | Hunt | 151 |
| Tuesday | 7/10 | Mastery Series: Punctuation | 1430–1530 | Hunt | 151 |
| Tuesday | 7/10 | Reading with Intent II | 1600–1700 | Shore | 151 |
| Tuesday | 7/10 | Saving Time in Research | 1730–1830 | Shore | 151 |
| Wednesday | 7/11 | Constructing Social Science Papers | 1300–1400 | Egerton | 151 |
| Thursday | 7/12 | Mastery Series: Clarity and Concision | 1300–1430 | Hunt | 151 |
| Thursday | 7/12 | My Glory Never Dies, Part I | 1600–1900 | Huddleston | GI-130 |
| Friday | 7/13 | Writing Winning Arguments | 1030–1200 | Hunt | 151 |
| Monday | 7/16 | Constructing Research Questions | 1300–1430 | Leavitt | 151 |
| Monday | 7/16 | Joining the Academic Conversation | 1530–1700 | Huddleston | 151 |
| Tuesday | 7/17 | Research Quickstart I | 1200–1250 | Koué | 151 |
| Tuesday | 7/17 | Building Better Sentences I | 1330–1500 | Hunt | 151 |
| Tuesday | 7/17 | Reading with Intent II | 1530–1630 | Shore | 151 |
| Tuesday | 7/17 | How to Give a Classroom Presentation | 1730–1830 | Shore | 151 |
| Wednesday | 7/18 | Thesis Quickstart | 1200–1250 | Koué | 151 |
| Wednesday | 7/18 | Constructing Science and Engineering Papers | 1400–1500 | Egerton | 151 |
| Wednesday | 7/18 | Papers and Prompts | 1600–1700 | Lober | 151 |
| Thursday | 7/19 | Building Better Sentences II | 1330–1430 | Hunt | 151 |
| Thursday | 7/19 | My Glory Never Dies, Part II | 1600–1900 | Huddleston | GI-130 |
| Friday | 7/20 | Beyond Brainstorming | 1030–1200 | Taflinger | 151 |
| Friday | 7/20 | Paraphrasing and Quoting Like a Pro | 1300–1430 | Leavitt/Marlatt | 151 |
| Monday | 7/23 | Writing about Tables and Figures | 1300–1430 | Leavitt | 151 |
| Monday | 7/23 | Mastery Series: Grammar | 1500–1600 | Hunt | 151 |
| Monday | 7/23 | Mastery Series: Punctuation | 1630–1730 | Hunt | 151 |
| Monday | 7/23 | International Formatting | 1800–1930 | Hawthorne | 151 |
| Tuesday | 7/24 | Technical Writing | 1300–1430 | Egerton | 151 |
| Tuesday | 7/24 | International Formatting | 1800–1930 | Hawthorne | 151 |
| Wednesday | 7/25 | Research Quickstart I | 1200–1250 | Koué | 151 |
| Wednesday | 7/25 | Mastery Series: Clarity and Concision | 1500–1630 | Hunt | 151 |
| Thursday | 7/26 | Research Quickstart II | 1200–1250 | Jacobson | 151 |
| Thursday | 7/26 | My Glory Never Dies, Part III | 1600–1900 | Huddleston | GI-130 |
| Friday | 7/27 | Citation Management with Zotero | 1000–1150 | Koué | 151 |

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| Friday | 7/27 | Strategies for Active-Voice Writing | 1300–1430 | Norton, M. | 151 |
| Monday | 7/30 | Mastering the Literature Review | 1300–1430 | Locke | 151 |
| Monday | 7/30 | Reading with Intent I | 1530–1700 | Shore | 151 |
| Tuesday | 7/31 | Unlocking the Brain: Tips for Writer's Block | 1200–1300 | Huddleston, Scharmota, et al. | 151 |
| Wednesday | 8/1 | Research Quickstart II | 1200–1250 | Norton, K. | 151 |
| Thursday | 8/2 | Thesis Quickstart | 1200–1250 | Goncalves | 151 |
| Thursday | 8/2 | My Glory Never Dies, Part IV | 1600–1900 | Huddleston | GI-130 |
| Thursday | 8/9 | My Glory Never Dies, Part V | 1600–1900 | Huddleston | GI-130 |
| Tuesday | 8/14 | Citation Management with Zotero | 1700–1850 | Jacobson | 151 |
| Thursday | 8/23 | Citation Management with Zotero | 1500–1650 | Norton, K. | 151 |