



## Fall AY2019 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*

Michael Thomas

- Friday, October 12, 1300–1400 Room 263

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.

#### *Mastering Test-Taking and Time Management*

Cheryldee Huddleston

- Thursday, September 27, 1030–1200 Room 151
- Saturday, October 13, 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

- Thursday, October 4, 1330–1430 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*

Kate Egerton

- Tuesday, September 25, 1730–1900 ME Auditorium
- Tuesday, October 2, 1030–1200 Room 151
- Friday, October 5, 1300–1430 Room 151
- Tuesday, October 9, 1530–1700 Room 151
- Wednesday, October 17, 1300–1430 Room 151
- Friday, October 19, 1000–1130 Room 151
- Tuesday, October 23, 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 payoff is high in terms of comprehension, time saved, and enhanced critical thinking skills.

### RESEARCH AND CITATION

#### *NEW! Citation Management with Zotero*

Glen Koué or

Kathy Norton

- Thursday, October 25, 1500–1650 Room 151
- Friday, November 2, 1000–1150 Room 151
- Thursday, November 13, 1700–1850 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, September 28, 1030–1200 Room 151
- Tuesday, October 2, 1530–1700 Room 151
- Wednesday, October 3, 1330–1500 Room 151
- Tuesday, October 16, 1300–1430 Room 263
- Friday, October 19, 1030–1200 Room 263

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** Kathy Norton or Glen Koué

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

Develop your research skills and learn how to use the library search, library databases, research guides, Google Scholar, and more!

## CRITICAL THINKING

**Debating with Your Sources: They Say/I Say** Cheryldee Huddleston

- Thursday, October 18, 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 (formerly titled "Joining the Academic Conversation"), inspired by the popular writing book *They Say/I Say*, you will learn through hands-on activities the methods that scholars use to engage in 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** Jacob Stulberg

- Friday, September 28, 1300–1400 Room 151
- Thursday, October 4, 1030–1130 Room 263
- Thursday, October 11, 1530–1630 Room 151
- Friday, October 12, 1300–1400 Room 151
- Wednesday, October 24, 1300–1400 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** Alison Scharmota

- Tuesday, October 9, 1300–1430 Room 151
- Monday, October 22, 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** Chloe Woida

- Tuesday, October 2, 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.

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

- Wednesday, October 3, 1030–1130 Room 263
- Thursday, October 18, 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
- Friday, October 19, 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*** Colette O'Connor
- Tuesday, October 9, 1030–1200 Room 151
  - Tuesday, October 23, 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*** Colette O'Connor
- Thursday, October 11, 1030–1130 Room 263
  - Thursday, October 25, 1530–1630 Room 263

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).

- Mastery Series: Grammar*** Jasmine Mally
- Friday, October 5, 1000–1100 Room 151
  - Tuesday, October 16, 1000–1100 Room 151

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.

- Mastery Series: Punctuation*** Michael Thomas
- Friday, October 5, 1130–1230 Room 151
  - Tuesday, October 16, 1130–1230 Room 151

Learn to master commas and quotation marks and, crucially, how to put semicolons to work for you! Many of us will admit that we got all the way to graduate school (in writing!) before we were advised that we could no longer sprinkle commas randomly like parmesan cheese whenever we wanted to pause; we now masterfully apply the ten comma rules, and so can you.

- Mastery Series: Clarity  
and Concision*** Alison Scharmota
- Friday, October 12, 1030–1200 Room 151
  - Thursday, October 18, 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*** Michael Thomas
- Tuesday, October 23, 1100–1200 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, October 19, 1300–1400 Room 263
  - Monday, October 22, 1100–1200 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 clearly.

### ***Technical Writing***

• Tuesday, October 16, 1300–1430

Kate Egerton

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 questions. A compelling research question will keep you motivated and your reader engaged.

### ***Thesis Quickstart***

• Wednesday, October 3, 1200–1250

• Thursday, October 11, 1200–1250

Glen Koué

or George Goncalves

Room 151

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.

## **THESIS WRITING**

### ***Constructing Research Questions*** Sandra Leavitt

• Wednesday, October 17, 1030–1200

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.

### ***Illustrating Your Thesis with Figures and Tables***

• Monday, October 15, 1100–1200

Matt Norton

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***

• Wednesday, October 24, 1500–1630

John Locke

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.

## Fall AY2019 Workshop Schedule by Date

Day	Date	Workshop	Time	Instructor	Room
Tuesday	9/25	Reading with Intent I	1730–1900	Egerton	ME Aud.
Thursday	9/27	Mastering Test-Taking and Time Management	1030–1200	Huddleston	151
Friday	9/28	Paraphrasing and Quoting Like a Pro	1030–1200	Leavitt/Marlatt	151
Friday	9/28	Reading with Intent II	1300–1400	Stulberg	151
Tuesday	10/2	Reading with Intent I	1030–1200	Egerton	151
Tuesday	10/2	Beyond Brainstorming	1300–1430	Woida	151
Tuesday	10/2	Paraphrasing and Quoting Like a Pro	1530–1700	Leavitt/Marlatt	151
Wednesday	10/3	Organization: The Secret to Clear Writing	1030–1130	Locke	263
Wednesday	10/3	Thesis Quickstart	1200–1250	Koué	151
Wednesday	10/3	Paraphrasing and Quoting Like a Pro	1330–1500	Leavitt/Marlatt	151
Thursday	10/4	Reading with Intent II	1030–1130	Stulberg	263
Thursday	10/4	Research Quickstart	1200–1250	Norton, K.	151
Thursday	10/4	Papers and Prompts	1330–1430	Lober	151
Friday	10/5	Mastery Series: Grammar	1000–1100	Mally	151
Friday	10/5	Mastery Series: Punctuation	1130–1230	Thomas	151
Friday	10/5	Reading with Intent I	1300–1430	Egerton	151
Tuesday	10/9	Building Better Sentences I	1030–1200	O'Connor	151
Tuesday	10/9	Writing Winning Arguments	1300–1430	Scharmota	151
Tuesday	10/9	Reading with Intent I	1530–1700	Egerton	151
Wednesday	10/10	Research Quickstart	1200–1250	Koué	151
Thursday	10/11	Building Better Sentences II	1030–1130	O'Connor	263
Thursday	10/11	Thesis Quickstart	1200–1250	Goncalves	151
Thursday	10/11	Reading with Intent II	1530–1630	Stulberg	151
Friday	10/12	Mastery Series: Clarity and Concision	1030–1200	Scharmota	151
Friday	10/12	How to Give a Classroom Presentation	1300–1400	Thomas	263
Friday	10/12	Reading with Intent II	1300–1400	Stulberg	151
Saturday	10/13	Mastering Test-Taking and Time Management	1030–1200	Huddleston	151
Monday	10/15	Illustrating Your Thesis with Figures and Tables	1100–1200	Norton, M.	151
Tuesday	10/16	Mastery Series: Grammar	1000–1100	Mally	151
Tuesday	10/16	Mastery Series: Punctuation	1130–1230	Thomas	151
Tuesday	10/16	Paraphrasing and Quoting Like a Pro	1300–1430	Leavitt/Marlatt	263
Tuesday	10/16	Technical Writing	1300–1430	Egerton	151
Wednesday	10/17	Constructing Research Questions	1030–1200	Leavitt	151
Wednesday	10/17	Reading with Intent I	1300–1430	Egerton	151
Thursday	10/18	Mastery Series: Clarity and Concision	1030–1200	Scharmota	151
Thursday	10/18	Organization: The Secret to Clear Writing	1300–1400	Locke	151
Thursday	10/18	Debating with Your Sources: <i>They Say/I Say</i>	1530–1700	Huddleston	151
Friday	10/19	Reading with Intent I	1000–1130	Egerton	151
Friday	10/19	Paraphrasing and Quoting Like a Pro	1030–1200	Leavitt/Marlatt	263
Friday	10/19	Unlocking the Brain: Tips for Writer's Block	1200–1300	Huddleston/Scharmota	151

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Friday	10/19	Strategies for Active-Voice Writing	1300–1400	Norton, M.	263
Monday	10/22	Strategies for Active-Voice Writing	1100–1200	Norton, M.	151
Monday	10/22	Writing Winning Arguments	1300–1430	Scharmota	151
Tuesday	10/23	Proofreading Tips & Tricks	1100–1200	Thomas	151
Tuesday	10/23	Reading with Intent I	1300–1430	Egerton	151
Tuesday	10/23	Building Better Sentences I	1530–1700	O'Connor	151
Wednesday	10/24	Reading with Intent II	1300–1400	Stulberg	151
Wednesday	10/24	Mastering the Literature Review	1500–1630	Locke	151
Thursday	10/25	Citation Management with Zotero	1500–1650	Koué	151
Thursday	10/25	Building Better Sentences II	1530–1630	O'Connor	263
Friday	11/2	Citation Management with Zotero	1000–1150	Norton, K.	151
Tuesday	11/13	Citation Management with Zotero	1700–1850	Norton, K.	151