



Winter 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

- Tuesday, February 5, 1330–1430 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. We will identify the elements of strong and weak presentations, suggesting ways you can improve your own oral communication.

Mastering Test-taking and Time Management

Cheryldee Huddleston

- Thursday, January 17, 1000–1130 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 workshop will provide you with winning techniques for studying more effectively, taking useful notes, preparing for exams, and performing better during tests; you'll also receive practical, step-by-step methods for a "time investment" daily schedule.

Papers and Prompts

George Lober

- Tuesday, January 22, 1330–1430 Room 151

You've just received a prompt for a class paper. You read it once, then twice, and still can't figure out what you're being asked to do or what kind of paper you're supposed to write. Sound familiar? This workshop will identify 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, January 8, 1730–1900 Glasgow 102
- Thursday, January 10, 1530–1700 Room 151
- Friday, January 18, 1030–1200 Room 151
- Tuesday, January 22, 1530–1700 Room 151
- Monday, February 4, 1000–1130 Room 151

So much reading, so little time! Learn and practice Dr. Zach Shore's method of reading for argument at the graduate level. 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

Citation Management with Zotero

Glen Koué or

Kathy Norton

- Friday, February 1, 1000–1150 Room 151
- Thursday, February 7, 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

- Wednesday, January 23, 1700–1830 Room 151
- Friday, February 1, 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 quotations from source material.

Research Quickstart

Kathy Norton or
Glen Koué

- Thursday, January 17, 1200–1250 Room 151
- Wednesday, January 23, 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

- Friday, January 25, 1030–1200 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 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, January 11, 1100–1200 Room 151
- Thursday, January 24, 1530–1630 Room 151
- Friday, January 25, 1100–1200 Room 263
- Wednesday, February 6, 1000–1100 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

- Thursday, January 24, 1700–1830 Room 151

Academic writing is your entry into an ongoing conversation, respecting what has come before you while also observing weaknesses in previous arguments and adding and responding to those arguments. This workshop concentrates on how the form of papers—from introduction to conclusion—can aid the clarity of your ideas. Additionally, we review the logical nature of argument, including tips on identifying and avoiding common fallacies and also how counterarguments and rebuttals can strengthen your argument.

PLANNING AND ORGANIZATION

Beyond Brainstorming: How to Kickstart Your Paper

Chloe Woida

- Friday, January 18, 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

- Tuesday, January 15, 1330–1430 Room 151

Academic or research-based writing is distinct from other forms of writing: our primary purpose is to describe knowledge, which, at the graduate level, is most likely to address the logical connections between ideas—a task that 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, February 8, 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, 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

- Friday, January 25, 1300–1430 Room 151
- Wednesday, January 30, 1000–1130 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 by defining sentence elements, patterns, and the active voice. Because *Building Better Sentences* focuses on making already correct sentences better, we recommend you take (or request materials for) the *Mastery Series—Grammar, Punctuation, and Clarity and Concision*—beforehand if you want a refresher on writing fundamentals. Then, after this workshop, in just 90 minutes, your ideas and sentences will shine that much more brightly!

Building Better Sentences, Level II Colette O'Connor

- Friday, February 1, 1300–1400 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 the WOnline calendar for instructor email address).

Mastery Series: Grammar Jasmine Mally

- Monday, January 14, 1700–1800 Room 151
- Tuesday, January 29, 1500–1600 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

- Monday, January 14, 1830–1930 Room 151
- Tuesday, January 29, 1630–1730 Room 151

Learn to master commas and quotation marks and 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

- Wednesday, January 16, 1700–1830 Room 151
- Thursday, January 31, 1530–1700 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, February 8, 1000–1100 Room 263

Overusing passive voice is one of the most common stylistic blunders in academic writing; it can be hard to identify and tricky to fix. At the same time, passive voice does have its uses. This workshop will explain what passive voice looks like and why in most cases active constructions are a better choice. Lessons and activities will show you how to transform passive-voice sentences and also identify situations when you might want to use them. 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

- Thursday, February 7, 1530–1700 Room 263

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.

THESIS WRITING

Constructing Research Questions Sandra Leavitt

- Tuesday, January 15, 1000–1130 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

- Tuesday, January 22, 1000–1130 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 is 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, January 16, 1200–1250 Room 151
- Thursday, January 24, 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

- Wednesday, January 30, 1700–1830 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.

Winter AY2019 Workshop Schedule by Date

Day	Date	Workshop	Time	Instructor	Room
Tuesday	1/8	Reading with Intent I	1730–1900	Egerton	GL102
Thursday	1/10	Reading with Intent I	1530–1700	Egerton	151
Friday	1/11	Reading with Intent II	1100–1200	Stulberg	151
Monday	1/14	Mastery Series: Grammar	1700–1800	Mally	151
Monday	1/14	Mastery Series: Punctuation	1830–1930	Thomas	151
Tuesday	1/15	Constructing Research Questions	1000–1130	Leavitt	151
Tuesday	1/15	Organization: The Secret to Clear Writing	1330–1430	Locke	151
Wednesday	1/16	Thesis Quickstart	1200–1250	Goncalves	151
Wednesday	1/16	Mastery Series: Clarity and Concision	1700–1830	Scharmota	151
Thursday	1/17	Mastering Test-taking and Time Management	1000–1130	Huddleston	151
Thursday	1/17	Research Quickstart	1200–1250	Norton, K.	151
Friday	1/18	Reading with Intent I	1030–1200	Egerton	151
Friday	1/18	Beyond Brainstorming	1300–1430	Woida	151
Tuesday	1/22	Mastering the Literature Review	1000–1130	Locke	151
Tuesday	1/22	Papers and Prompts	1330–1430	Lober	151
Tuesday	1/22	Reading with Intent I	1530–1700	Egerton	151
Wednesday	1/23	Research Quickstart	1200–1250	Koué	151
Wednesday	1/23	Paraphrasing and Quoting Like a Pro	1700–1830	Leavitt/Marlatt	151
Thursday	1/24	Thesis Quickstart	1200–1250	Koué	151
Thursday	1/24	Reading with Intent II	1530–1630	Stulberg	151
Thursday	1/24	Writing Winning Arguments	1700–1830	Scharmota	151
Friday	1/25	Debating with Your Sources: <i>They Say/I Say</i>	1030–1200	Huddleston	151
Friday	1/25	Reading with Intent II	1100–1200	Stulberg	263
Friday	1/25	Building Better Sentences I	1300–1430	O'Connor	151
Tuesday	1/29	Mastery Series: Grammar	1500–1600	Mally	151
Tuesday	1/29	Mastery Series: Punctuation	1630–1730	Thomas	151
Wednesday	1/30	Building Better Sentences I	1000–1130	O'Connor	151
Wednesday	1/30	Writing about Tables and Figures	1700–1830	Leavitt	151
Thursday	1/31	Mastery Series: Clarity and Concision	1530–1700	Scharmota	151
Friday	2/1	Citation Management with Zotero	1000–1150	Koué	151
Friday	2/1	Paraphrasing and Quoting Like a Pro	1030–1200	Leavitt/Marlatt	263
Friday	2/1	Building Better Sentences II	1300–1400	O'Connor	151
Monday	2/4	Reading with Intent I	1000–1130	Egerton	151
Tuesday	2/5	How to Give a Classroom Presentation	1330–1430	Thomas	151
Wednesday	2/6	Reading with Intent II	1000–1100	Stulberg	151
Thursday	2/7	Citation Management with Zotero	1500–1650	Norton, K.	151
Thursday	2/7	Technical Writing	1530–1700	Egerton	263
Friday	2/8	Strategies for Active-Voice Writing	1000–1100	Norton, M.	263
Friday	2/8	Unlocking the Brain: Tips for Writer's Block	1200–1300	Huddleston/Scharmota	151