



Winter AY2020 Workshops

Graduate Writing Center and Dudley Knox Library

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



GRAD-SCHOOL SURVIVAL

Building Blocks of Academic Papers Betsy Wallace

- Wednesday, January 8, 1000–1100 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.

Mastering Note-Taking and Time Management Cheryldee Huddleston

- Thursday, January 9, 1400–1530 Room 151
- Monday, January 13, 1500–1630 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 Alison Scharmota

- Friday, January 17, 1300–1400 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: Social Sciences and Business Kate Egerton, or Michelle Morneau

- Tuesday, January 7, 1700–1830 Glasgow-102
- Wednesday, January 15, 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 in this workshop, tailored to social science and business fields. Dr. Shore's "search and destroy" technique allows you to comprehend and synthesize an author's arguments efficiently. 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 time to perfect, once you do, the payoff is high in terms of comprehension, time saved, and enhanced critical thinking skills. *Also, be sure to check out Reading with Intent Level II, which offers techniques for analyzing sources' arguments.*

RESEARCH AND CITATION

Citation Management with Zotero Kathy Norton or Glen Koué

- Friday, January 17, 1000–1150 Room 151
- Friday, January 24, 1000–1150 Room 151
- Friday, February 14, 1000–1150 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, January 10, 1000–1130 Room 151
- Wednesday, January 22, 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 quotations from source material.

Research Quickstart Glen Koué or Kathy Norton

- Tuesday, January 14, 1200–1250 Room 151
- Wednesday, January 22, 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

Reading with Intent, Level II Larry Shattuck

- Friday, January 10, 1300–1400 Room 151
- Friday, January 31, 1300–1400 Room 151

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

NEW! Crafting Convincing Arguments: Attack and Defense Daniel Lehnherr

- Tuesday, January 21, 1000–1130 Room 151

You employ persuasion every day, but are you comfortable crafting formal academic arguments? This workshop covers the strategies and conventions of written argumentation that are essential to your NPS studies and career. Hands-on exercises help you organize your lines of attack, remedy any gaps in your defense, anticipate your adversary's counterargument, and deliver the decisive blow through a convincing refutation.

NEW! Critical Thinking in Review Alison Scharmota

- Friday, January 24, 1300–1430 Room 151

Imagine a conversation among all the scholars who have contributed to your research topic. Assessing the strengths, weaknesses, agreements, and disagreements of their combined wisdom is the essence of a literature review. Using the Just War Theory, this workshop presents two examples of capturing the “conversation” and helps you identify the differences between review and critical analysis. Through guided discussion, you will be better equipped to understand and write literature reviews.

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

- Monday, January 27, 1300–1430 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.

PLANNING AND ORGANIZATION

Organization: The Secret to Academic Writing John Locke

- Wednesday, January 8, 1300–1400 Room 151
- Tuesday, January 14, 1000–1100 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 introduces 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 Colette O'Connor

- Monday, January 13, 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

- Tuesday, January 28, 1000–1100 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

- Thursday, January 16, 1000–1130 Room 151
- Wednesday, January 22, 1000–1130 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

- Thursday, January 23, 1300–1430 Room 151
- Monday, January 27, 1000–1130 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 15, 1300–1430 Room 151
- Friday, January 31, 1000–1130 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

- Tuesday, January 21, 1300–1400 Room 151

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.

THESIS WRITING

Constructing Research Questions Sandra Leavitt

- Monday, January 13, 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

- Thursday, January 23, 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

- Wednesday, January 15, 1200–1250
- Tuesday, January 21, 1200–1250

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.

NEW! Executive Summaries

Abby McConnell

- Thursday, January 9, 1200–1250
- Thursday, January 16, 1200–1250
- Wednesday, January 29, 1200–1250

Room 151
Room 151
Room 151

The quality of your executive summaries influences how others perceive you and your research. Executive summaries publicize your work, provide busy decision makers with actionable information, and generate readers for your research. Learn how to prioritize and organize essential information, avoid jargon, write more powerfully and persuasively, and navigate this specific form's rules. By examining excerpts, we will identify best practices and apply those lessons to summarizing research in different fields.

Illustrating Your Thesis with Figures and Tables

Matt Norton

- Thursday, January 30, 1000–1130

Room 151

Master the art of knowing when and how various kinds of graphics – diagrams, graphs, photographs, tables – can clarify a process for the reader or illustrate an argument. Learn guidelines for making effective visuals, explaining them in your text, and placing them in the thesis template. By examining some student figures, you'll see how design and annotations help the reader appreciate a figure's meaning.

Winter AY2020 Workshop Schedule by Date

Day	Date	Workshop	Time	Instructor	Room
Tuesday	1/7	Reading with Intent I: Social Sciences and Business	1700–1830	Egerton	GL 102
Wednesday	1/8	Building Blocks of Academic Papers	1000–1100	Wallace	DKL 151
Wednesday	1/8	Organization: The Secret to Academic Writing	1300–1400	Locke	DKL 151
Thursday	1/9	Executive Summaries	1200–1250	McConnell	DKL 151
Thursday	1/9	Mastering Note-Taking and Time Management	1400–1530	Huddleston	DKL 151
Friday	1/10	Paraphrasing and Quoting Like a Pro	1000–1130	Leavitt	DKL 151
Friday	1/10	Reading with Intent II	1300–1400	Shattuck	DKL 151
Monday	1/13	Building Better Sentences-Level I	1000–1130	O'Connor	DKL 151
Monday	1/13	Constructing Research Questions	1300–1430	Leavitt	DKL 151
Monday	1/13	Mastering Note-Taking and Time Management	1500–1630	Huddleston	DKL 151
Tuesday	1/14	Organization: The Secret to Academic Writing	1000–1100	Locke	DKL 151
Tuesday	1/14	Research Quickstart	1200–1250	Koue	DKL 151
Wednesday	1/15	Reading with Intent-I	1000–1130	Morneau	DKL 151
Wednesday	1/15	Thesis Quickstart	1200–1250	Koue	DKL 151
Wednesday	1/15	Mastery Series: Clarity and Concision	1300–1430	Scharmota	DKL 151
Thursday	1/16	Mastery Series: Grammar	1000–1130	Mally	DKL 151
Thursday	1/16	Executive Summaries	1200–1250	McConnell	DKL 151
Friday	1/17	Citation Management with Zotero	1000–1150	Norton, K.	DKL 151
Friday	1/17	Papers and Prompts	1300–1400	Scharmota	DKL 151
Tuesday	1/21	Crafting Convincing Arguments: Attack and Defense	1000–1130	Lehnherr	DKL 151
Tuesday	1/21	Thesis Quickstart	1200–1250	Koue	DKL 151
Tuesday	1/21	Strategies for Active-Voice Writing	1300–1430	Norton, M.	DKL 151
Wednesday	1/22	Mastery Series: Grammar	1000–1130	Mally	DKL 151
Wednesday	1/22	Research Quickstart	1200–1250	Norton, K.	DKL 151
Wednesday	1/22	Paraphrasing and Quoting Like a Pro	1300–1430	Leavitt/Marlatt	DKL 151
Thursday	1/23	Mastering the Literature Review	1000–1130	Locke	DKL 151
Thursday	1/23	Mastery Series: Punctuation	1300–1430	Thomas	DKL 151
Friday	1/24	Citation Management with Zotero	1000–1150	Koue	DKL 151
Friday	1/24	Critical Thinking in Review	1300–1430	Scharmota	DKL 151
Monday	1/27	Mastery Series: Punctuation	1000–1130	Thomas	DKL 151
Monday	1/27	Debating with Your Sources: They Say/I Say	1300–1430	Huddleston	DKL 151
Tuesday	1/28	Building Better Sentences-Level II	1000–1100	O'Connor	DKL 151
Wednesday	1/29	Executive Summaries	1200–1250	McConnell	DKL 151
Thursday	1/30	Illustrating Your Thesis with Figures and Tables	1000–1130	Norton, M.	DKL 151
Friday	1/31	Mastery Series: Clarity and Concision	1000–1130	Scharmota	DKL 151
Friday	1/31	Reading with Intent II	1300–1400	Shattuck	DKL 151
Friday	2/14	Citation Management with Zotero	1000–1150	Norton, K.	DKL 151