**Summer AY2022 Workshops**  
Graduate Writing Center and Dudley Knox Library  
Registration is required for each session via WCOnline  
NOW OFFERING ON-CAMPUS, ZOOM, AND HYBRID SESSIONS!  
Check locations below: hybrid sessions are held in the library and on Zoom; on-campus sessions are held in the ME Auditorium.  
All times shown are in Pacific Time.

## July 2022

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Registration is required for each session via WCOnline  
Hybrid sessions held in the library and on Zoom  
Want more info? [https://nps.edu/gwc](https://nps.edu/gwc)  
Questions? writingcenter@nps.edu
GRAD SCHOOL SURVIVAL

What (Nearly) Every Academic Paper Needs
Lauren Callihan

- Friday, July 8, 1000–1100....................ME Auditorium
- Friday, July 15, 1200–1300....................Zoom

What are the common elements of academic papers at NPS? What do professors expect? Learn how the building blocks of academic papers fit together, making your papers more readable, complete, and academic. In this overview, you’ll learn about intros, conclusions, thesis statements, roadmaps, research questions, hypotheses, abstracts, citation styles, NPS resources, and more!

Mastering Note-Taking and Time Management
Cheryldee Huddleston

- Wednesday, July 13, 1400–1530................DKL 151/Zoom
- Tuesday, July 26, 1600–1730...................DKL 151/Zoom

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? A few key strategies can make all the difference. This workshop will provide you with techniques and step-by-step methods for studying effectively, taking useful notes, preparing for exams, and performing better during tests.

Understanding Paper Types
Chloe Woida

- Saturday, July 9, 1130–1230..................Zoom

How is a response paper different from a reflective essay? How should you structure a policy analysis vs. a proposal? What’s the difference between an argumentative and persuasive essay? Learn how to adapt the introduction, context, content, and conclusion to common paper types.

Interpreting Prompts
Chloe Woida

- Saturday, July 9, 1300–1400..................Zoom

You just received a paper assignment, but you can’t figure out how to structure the paper you’re supposed to write. Sound familiar? Learn strategies for decoding and understanding instructors' prompts, unpacking what key words mean, and identifying core tasks.

How to Give an Academic Presentation
Michael Thomas

- Friday, July 29, 1200–1330....................Zoom

Learn how to forge powerful presentations that educate and engage an academic audience with style. What causes listeners to tune out? What are the most effective techniques for a virtual or in-person audience? How can you get the most from PowerPoint? This workshop shows you how to create a presentation, from structuring your content to battling jitters. An actual NPS grading rubric for oral presentations is used to facilitate discussion.

Strategic Reading, Level I
Kate Egerton or Michelle Morneau

- Friday, July 8, 1200–1330....................ME Auditorium
- Tuesday, July 12, 1700–1830................ME Auditorium
- Wednesday, July 20, 1000–1130..............DKL 151/Zoom
- Saturday, July 23, 1000–1130................DKL 151/Zoom
- Tuesday, July 26, 1000–1130..................DKL 151/Zoom

So much reading, so little time! Learn Dr. Zach Shore’s method of reading for argument at the graduate level, tailored to social science and business fields. Dr. Shore’s “search and destroy” technique allows you to 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. This method takes time to perfect, but the payoff is high in terms of comprehension and time saved. Also, be sure to check out Strategic Reading Level II, which offers techniques for analyzing sources’ arguments.

Strategic Reading for STEM
Michelle Morneau

- Thursday, July 21, 1600–1730..............DKL 151/Zoom

So much reading, so little time! Learn Dr. Zach Shore’s method of reading for argument at the graduate level, tailored to STEM fields. Dr. Shore’s “search and destroy” technique allows you to 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. This method takes time to perfect, but the payoff is high in terms of comprehension and time saved.

Registration is required for each session via WCOnline
Find Zoom logins on the GWC website
All times shown are in Pacific Time

Want more info? https://nps.edu/gwc
Questions? writingcenter@nps.edu
**Technical Writing**  Michael Thomas

- Tuesday, July 19, 1000–1130................. Zoom

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.

**RESEARCH AND CITATION**

**Citation Management**  Kathy Norton or Glen Koué

- Friday, July 15, 1000–1150..................... Zoom
- Friday, July 22, 1000–1150..................... Zoom
- Friday, July 29, 1000–1150..................... Zoom

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! **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 or Chloe Woida

- Saturday, July 16, 1200–1330.................. Zoom
- Friday, July 22, 1400–1530..................... DKL 151/Zoom

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.

**Library Quick Start**  Kathy Norton

- Wednesday, July 13, 1200–1250................ Zoom
- Tuesday, July 19, 1200–1250................... Zoom

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

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

- Tuesday, July 19, 1400–1530.................... DKL 151/Zoom
- Wednesday, July 27, 1000–1130.............. DKL 151/Zoom

Do you 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 book *They Say/I Say*, you will learn 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.

**LaTeX Crash Course for Student**  Dan Eisenberg, Britta Hale, and Douglas Van Bossuyt

- Friday, July 15, 1600–1700 ..................... Zoom

Does your professor want you to use LaTeX to write your thesis or dissertation? Are you passionate about beautifully formatted equations? Do you want to leave the formatting woes of Microsoft Word behind for a brighter tomorrow with LaTeX? If you answered yes to these questions or are just curious about LaTeX, please join us for a LaTeX crash course that will introduce you to using LaTeX to write your thesis or dissertation. In one hour we will introduce you to the fundamentals of LaTeX so that you are equipped with the skills needed to start using LaTeX immediately.

**CRITICAL THINKING**

**Strategic Reading, Level II:**  Betsy Wallace

**Critiquing a Text**  Betsy Wallace

- Monday, July 18, 1200–1330.................... ME Auditorium
- Friday, July 22, 1000–1130..................... Zoom

Level II teaches the “destroy” half of Dr. Zach Shore’s “search and destroy” technique. This workshop prepares you for class discussions, argument papers, thesis writing, and more. Learn how to examine a text for its strengths and weaknesses. Identify how authors build and support their arguments, then develop your own critical response by evaluating empirical and logical evidence. Strategic Reading, Level 1 recommended, but not required.
**Crafting Convincing**  
Daniel Lehnherr

**Arguments: Attack and Defense**
- Monday, July 11, 1000–1130................. DKL 151/Zoom
- Thursday, July 28, 1000–1130................. DKL 151/Zoom

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.

**PLANNING AND ORGANIZATION**

**Organization: The Secret to Academic Writing**  
Matt Norton
- Thursday, July 14, 1000–1130..........................Zoom
- Saturday, July 16, 1000–1130..........................Zoom

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.

**Think Before You Write:**  
Chloe Woida

**Pre-writing and Planning Techniques**
- Friday, July 15, 1000–1130..............................Zoom
- Saturday, July 23, 1200–1330..............................Zoom

When the prospect of writing a paper feels like sinking into an abyss of uncertainty, keep in mind that writing doesn’t have to be a linear process. This workshop explores critical work you can do before you start stringing sentences together. Lean into your individual strengths and develop a personalized approach to generate, clarify, and organize your ideas.

**Writing for Online Outlets**  
Kate Egerton
- Friday, July 22, 1200–1330............................DKL 151/Zoom

Do you want to impact broader military and security discussions? Learn to pitch, scope, draft, and revise short pieces for online outlets such as The Strategy Bridge and War on the Rocks. In this workshop, we will review submission requirements, learn from published writing, and show how writing coaches can help you shape your pieces for these audiences and specs.

**Writing for Academic Journals**  
Kate Egerton
- Friday, July 8, 1400–1530............................DKL 151/Zoom

Learn to target appropriate academic journals for your discipline, decode submission requirements, query editors, prepare manuscripts, and address wider audiences for your academic research. This workshop covers the basics of academic publication, common obstacles, and models for adapting your research for publication as a journal article.

**MECHANICS, GRAMMAR, AND STYLE**

**Mastery Series: Grammar**  
Colette O’Connor
- Wednesday, July 13, 1000–1130..............DKL 151/Zoom
- Wednesday, July 20, 1300–1430..............DKL 151/Zoom

Review examples of common grammar errors students make in their writing. The common errors covered include subject-verb agreement, use of relative clauses, connecting and punctuation of clauses, pronoun-antecedent agreement, and spotting and changing passive voice to active. You’ll first learn the rule to avoid or fix these errors, then practice it in a hands-on activity.

**Mastery Series: Punctuation**  
Michael Thomas
- Saturday, July 16, 1400–1530..........................Zoom
- Thursday, July 21, 1530–1700..........................Zoom

Small symbols with great power, punctuation marks can do it all—connect ideas, convey tone, clarify meaning. Used incorrectly, however, they can undermine your writing, confuse readers, and diminish confidence in your work. In this workshop, we cover the most common punctuation marks in graduate writing. Examples, quizzes, and explanations ensure that you leave with a solid grasp of everything from em dashes to Oxford commas—including that most mysterious mark of all, the semicolon.
**Mastery Series: Clarity and Concision**  
Betsy Wallace  
- Tuesday, July 26, 1400–1530.................DKL 151/Zoom  
- Saturday, July 30, 1000–1130..........................Zoom

This workshop teaches you how to strip away the fluff and get to the BLUF! Clarity and concision techniques can transform an overly complicated draft into a cleanly written final version. Learn to pare down your writing to only essential words and ideas—considered a core goal at the graduate and professional levels of writing.

**Mastery Series: Sentences That Sing**  
Colette O’Connor  
- Wednesday, July 27, 1200–1330.................DKL 151/Zoom

To master sentences that “sing” means to write with clarity, vigor, and grace. In this workshop, inspired by Strunk and White’s *The Elements of Style*, a classic grammar how-to, you will be introduced to concepts seasoned writers take for granted: thesis statements, topic sentences, paragraph structure, active voice, punctuation, and other elements essential to academic papers that sing with strength and flow.

**Strategies for Active-Voice Writing**  
Matt Norton  
- Saturday, July 23, 1400–1530..........................Zoom

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 has its uses. This workshop will explain what passive voice looks like and why in most cases active constructions are a better choice. 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  
- Friday, July 8, 1000–1130............................DKL 151/Zoom  
- Thursday, July 14, 1530–1700........................DKL 151/Zoom

Constructing a clear, workable research question is the most important task for any paper. An overly broad question becomes mission impossible, while an excessively narrow question won’t fill the pages. Learn strategies for crafting answerable, interesting questions to keep you motivated and your reader engaged. You will be better prepared to analyze assignments and write questions to get what you need from subordinates.

**Mastering the Literature Review**  
Aileen Houston  
- Thursday, July 21, 1100–1230......................DKL 151/Zoom  
- Friday, July 29, 1200–1330..........................DKL 151/Zoom

A master’s degree requires mastering a field, and that mastery is demonstrated in a literature review. It is not, as is often believed, a multi-title book review. More than a summary, it identifies strengths and inadequacies in the literature, which dovetails with your goal of adding knowledge to your field. In this workshop, you will learn how literature reviews are constructed and how to make yours justify your research.

**Thesis Quick Start**  
Glen Koué  
- Tuesday, July 12, 1200–1250..........................Zoom  
- Wednesday, July 20, 1200–1250......................Zoom

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.

**Professional Executive Summaries**  
Colette O’Connor  
- Monday, July 11, 1200–1300..........................DKL 151/Zoom  
- Monday, July 25, 1200–1300..........................DKL 151/Zoom

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, July 28, 1530–1700..........................Zoom

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.
## ZOOM WORKSHOP SERIES

*Want to learn from the comfort of your computer?  
The following sessions offer a fully virtual class experience, presented via Zoom.*

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<tr>
<td>Wednesday</td>
<td>7/20</td>
<td>Mastery Series: Grammar</td>
<td>1300–1430</td>
<td>O’Connor</td>
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<tr>
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<td>7/21</td>
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<td>1100–1230</td>
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<td>7/21</td>
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<td>Thursday</td>
<td>7/21</td>
<td>Strategic Reading for STEM</td>
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<tr>
<td>Friday</td>
<td>7/22</td>
<td>Strategic Reading-II: How to Critique a Text</td>
<td>1000–1130</td>
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<td>Friday</td>
<td>7/22</td>
<td>Citation Management with Zotero</td>
<td>1000–1150</td>
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<td>7/22</td>
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<td>Paraphrasing and Quoting Like a Pro</td>
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<td>Strategic Reading-I: Social Science and Business</td>
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<tr>
<td>Saturday</td>
<td>7/23</td>
<td>Think Before You Write: Pre-writing and Planning</td>
<td>1200–1330</td>
<td>Woida</td>
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<tr>
<td>Saturday</td>
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<td>Strategies for Active-voice Writing</td>
<td>1400–1530</td>
<td>Norton, M.</td>
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Registration is required for each session via WCONline
* Hybrid sessions held in the library and on Zoom
Want more info? https://nps.edu/gwc
Questions? writingcenter@nps.edu
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<tr>
<th>Day</th>
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<th>Workshop</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
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<tr>
<td>Monday</td>
<td>7/25</td>
<td>Professional Executive Summaries</td>
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<tr>
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<td>7/26</td>
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<td>7/26</td>
<td>Mastering Note-taking and Time Management</td>
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<td>Wednesday</td>
<td>7/27</td>
<td>Debating with Your Sources: They Say/I Say</td>
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<tr>
<td>Thursday</td>
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<td>Illustrating Your Thesis with Figures and Tables</td>
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<td>Friday</td>
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<td>Citation Management with Zotero</td>
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<td>Friday</td>
<td>7/29</td>
<td>How to Give an Academic Presentation</td>
<td>1200–1330</td>
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