

### JANUARY WORKSHOPS AND PROGRAMMING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6 1:1 Tutoring 10-4:30	7 1:1 Tutoring 10-4:30	8 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1	9 1:1 Tutoring 10-4:30 English Café 3:00-4:00	10 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
13 1:1 Tutoring 10-4:30 English Café 3:00-4:00	14 1:1 Tutoring 10-4:30 Syllabus Essentials 3:30-4:45	15 1:1 Tutoring 10-4:30	16 1:1 Tutoring 10-4:30 English Café 3:00-4:00	17 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
20 1:1 Tutoring 10-4:30 English Café 3:00-4:00	21 1:1 Tutoring 10-4:30 Understanding the Assignment 3:30-4:45	22 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1 Organizing Your Thesis or Dissertation 3:30-4:45	23 1:1 Tutoring 10-4:30 English Café 3:00-4:00	24 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
27 1:1 Tutoring 10-4:30 English Café 3:00-4:00	28 1:1 Tutoring 10-4:30 Planning a Paper 3:30-4:45	29 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1 How to Publish Your Work 3:30-4:45	30 1:1 Tutoring 10-4:30 English Café 3:00-4:00	31 1:1 Tutoring 10-4:30 Grad Writing Room 10-1

### FEBRUARY WORKSHOPS AND PROGRAMMING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 1:1 Tutoring 10-4:30 English Café 3:00-4:00	4 1:1 Tutoring 10-4:30 Active Voice 3:30-4:45	5 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1 Writing About Data 3:30-4:45	6 1:1 Tutoring 10-4:30 English Café 3:00-4:00	7 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
10 1:1 Tutoring 10-4:30 English Café 3:00-4:00	11 1:1 Tutoring 10-4:30 Painless Paragraphs 3:30-4:45	12 1:1 Tutoring 10-4:30 Literature Review Part 1 3:30-4:45	13 1:1 Tutoring 10-4:30 English Café 3:00-4:00	14 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
17 – 21 Reading Week 1:1 Tutoring 10-4:30, Monday – Friday GSS Grad House Writing Space 10-1, Wednesday				
24 1:1 Tutoring 10-4:30 English Café 3:00-4:00	25 1:1 Tutoring 10-4:30 Persuasive Prose 3:30-4:45	26 1:1 Tutoring 10-4:30 Writing a Proposal 1 3:30-4:45	27 1:1 Tutoring 10-4:30 English Café 3:00-4:00	28 1:1 Tutoring 10-4:30 Grad Writing Room 10-1

### MARCH/APRIL WORKSHOPS AND PROGRAMMING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 1:1 Tutoring 10-4:30 English Café 3:00-4:00	3 1:1 Tutoring 10-4:30 Reading Strategies 3:30-4:45	4 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1	5 1:1 Tutoring 10-4:30 English Café 3:00-4:00	6 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
9 1:1 Tutoring 10-4:30 English Café 3:00-4:00	10 1:1 Tutoring 10-4:30	11 1:1 Tutoring 10-4:30 Grammar Refresher 3:30-4:45	12 1:1 Tutoring 10-4:30 English Café 3:00-4:00	13 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
16 1:1 Tutoring 10-4:30 English Café 3:00-4:00	17 1:1 Tutoring 10-4:30 Self-Editing 3:30-4:45	18 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1 Literature Review Part 2 3:30-4:45	19 1:1 Tutoring 10-4:30 English Café 3:00-4:00	20 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
23 1:1 Tutoring 10-4:30 English Café 3:00-4:00	24 1:1 Tutoring 10-4:30	25 1:1 Tutoring 10-4:30	26 1:1 Tutoring 10-4:30 English Café 3:00-4:00	27 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
30 1:1 Tutoring 10-4:30 English Café 3:00-4:00	31 1:1 Tutoring 10-4:30	APRIL 1 1:1 Tutoring 10-4:30 GSS Grad House Writing Space 10-1	2 1:1 Tutoring 10-4:30 English Café 3:00-4:00	3 Last Day of Classes 1:1 Tutoring 10-4:30 Grad Writing Room 10-1
6 1:1 Tutoring 10-4:30	7 1:1 Tutoring 10-4:30	8 1:1 Tutoring 10-4:30	9 1:1 Tutoring 10-4:30	10 Good Friday
13 Easter Monday	14	15 GSS Grad House Writing Space 10-1	16	17

See detailed descriptions below for room numbers and workshop facilitators.

Wondering where to get personalized help with your academic communication skills? We offer one-on-one appointments for general writing and other communication skill advice that you can apply to a variety of courses. We're easy to find in the library: walk through the front doors, down the main floor hallway, and turn right after classroom 130.

Whether you're just getting started with their assignment and need help understanding the instructions or whether you've completed your draft and want to refine it, we're here to help! Drop in for schedule updates or email Nancy at [cacmgr@uvic.ca](mailto:cacmgr@uvic.ca)

### **STUDENT APPOINTMENTS, JANUARY 6 TO APRIL 9, 2020 (10am to 4:30pm Monday to Friday; 10:30 to 4pm Sunday)**

Book online (<https://uvic.mywconline.com>); you can schedule two 25-minute appointments each week for help with

- Academic writing skills
  - Getting started (understanding your assignment): Prewriting and planning
  - Drafting, revising, and self-editing strategies
- Reading skills
  - Reading efficiently; reading for research
  - Critical reading
- Presentation skills
  - Preparation
  - Delivery
  - Pronunciation
- Speaking skills
  - Pronunciation of discipline-specific vocabulary
  - Communicating in groups

### **DISTANCE APPOINTMENTS**

Distance appointments are for students who cannot visit the CAC in person. This support is offered via 48-hour written feedback or real-time scheduled appointments. For more information, please see "online" under "We can help" on <https://www.uvic.ca/cac>.

### **ACADEMIC COMMUNICATION LEARNING PLANS**

An academic communication learning plan provides a structured set of activities based on co-created learning outcomes to help you reach your goals. Work with a member of the CAC either in person or online to develop a personalized plan that fosters development of particular academic communication skills. For more information, please contact [cacmgr@uvic.ca](mailto:cacmgr@uvic.ca)

### **ENGLISH CAFÉ (ACCESS) (3 to 4pm Mondays and Thursdays, January 9 to April 2, Library 151b)**

The Academic Critical Communication in English Seminar Series (ACCESS/English Café) is an opportunity for all UVic students with English as an additional language to improve their ability to read and communicate in English in an academic context. Participants will practice reading and discussion skills in a relaxed atmosphere, receive coaching on vocabulary use and pronunciation, and get tips for developing confidence with reading and speaking. On Mondays, we'll use an academic or news article to focus on pronunciation, vocabulary, and close reading, and Thursdays we'll review the reading and focus on discussion skills and critical thinking.

Please contact Gillian ([eal1@uvic.ca](mailto:eal1@uvic.ca)) or Emily ([caceal4@uvic.ca](mailto:caceal4@uvic.ca)) for more information.

### **WRITING SUPPORT FOR GRADUATE STUDENTS**

- **NEW!! GSS/CAC Grad Writing Space at the Grad House** (11 to 1pm Wed., Jan 8 & 22, Feb 5 & 19, Mar 4 & 18; Apr 1 & 15)
- **CAC-supported Grad Writing Room** (10 to 1pm Fridays, January 10 to April 3, Library 151b)

### **INDIVIDUAL "LEARN ABOUT..." WORKSHOPS FOR STUDENTS, BY APPOINTMENT**

Students needing a review of foundational academic communication skills can drop by the CAC or email [cacmgr@uvic.ca](mailto:cacmgr@uvic.ca) to make an appointment for a customized "Learn About" on critical reading, listening and note-taking, presentation skills, pronunciation strategies, and academic writing.

### **WORKSHOP TUESDAYS (Undergraduate student audience but all welcome!)**

#### **Syllabus Essentials (3:30 to 4:45pm, January 14, Library 151b)**

Plan for success! Get the most out of your syllabus. This session will unpack the key information that your instructor has provided about what you need to do, how to do it, and how you will be assessed in the course. Contact Charlotte at [caceal3@uvic.ca](mailto:caceal3@uvic.ca)

#### **Understanding the Assignment (3:30 to 4:45pm, January 21, Library 130)**

This workshop helps participants determine what "instruction verbs" mean. For example, we'll look at the difference between "discuss" and "argue." For more information, contact Charlotte at [caceal3@uvic.ca](mailto:caceal3@uvic.ca)

#### **Getting Started: How to Plan an Academic Paper (3:30 to 4:45, January 28, Library 151b)**

Do you find it difficult to get started on writing a paper or do you just want to be a bit more organized with your ideas when writing? This workshop takes you through the step by step process of starting an academic paper. For more information, contact Kaveh at [eal2@uvic.ca](mailto:eal2@uvic.ca)

### **“Who Is Doing What?” Why Strong Writers Use an Active Voice (3:30 to 4:45pm, February 4, Library 130)**

Need tips for how to write clear and concise prose using an active voice? Participants will learn what the active voice means, and then practice easy-to-apply methods for making passive sentences active. For more information, contact Emily at [caceal4@uvic.ca](mailto:caceal4@uvic.ca)

### **Painless Paragraphs: Organization and Cohesion (3:30 to 4:45pm, February 11, Library 130)**

Writing a good paragraph isn't rocket science! In this session, we will learn what makes a good paragraph, use a simple formula to practice cohesion, and look at some examples of good and bad paragraphs. For more information, contact Gillian at [eal1@uvic.ca](mailto:eal1@uvic.ca)

### **The Art of the Argument: How to Write Persuasive Academic Prose (3:30 to 4:45pm, February 25, Library 130)**

This workshop provides strategies for critically engaging with academic sources. Participants will learn how to identify the rhetorical features of sourced material and formulate counterarguments. For more information, contact Emily at [caceal4@uvic.ca](mailto:caceal4@uvic.ca)

### **Reading Strategies (3:30 to 4:45, March 3, Library 130)**

Does reading for your courses and research take much of your time? This session will offer practical tips to help you read more efficiently and remember what you've read. For more information, contact Kaveh at [eal2@uvic.ca](mailto:eal2@uvic.ca)

### **Writing the Research Paper: Integrating Paraphrases and Summaries (3:30 to 4:45pm, March 10, Library 130)**

How do we write paragraphs when we are incorporating others' ideas? Join us to look at examples and practice a few strategies. For more information, contact Charlotte at [caceal3@uvic.ca](mailto:caceal3@uvic.ca)

### **Cleaning Up: Tools and Strategies for Self-Editing (3:30 to 4:45pm, March 17, Library 130)**

Do you want to know how to edit your work more effectively? Have you ever wondered if online tools like Grammarly really work? This workshop has everything you need to know to become a better editor. For more information, contact Gillian at [eal1@uvic.ca](mailto:eal1@uvic.ca)

## **FOR JCURA WINNERS**

### **Academic posters:**

- Tuesday, January 21, 2020, 2:00-3:30 PM, McPherson Library, 3rd Floor (Room: A308 - Digital Scholarship Commons)
- Thursday, February 6, 2020, 10:00-11:30 AM, McPherson Library, 3rd Floor (Room: A308 - Digital Scholarship Commons)

### **Speaking to your research:**

- Wednesday, January 29, 2020, 10:00-11:30 AM, McPherson Library, 3rd Floor (Room: A308 - Digital Scholarship Commons)
- Monday, February 10, 2020, 3:00-4:30 PM, McPherson Library, 3rd Floor (Room: A308 - Digital Scholarship Commons)

## **WORKSHOP WEDNESDAYS (Graduate student audience but all welcome!)**

### **Organizing Your Thesis or Dissertation (3:30 to 4:45, January 22, Library 130)**

Do you have lots of material for your thesis but are not sure how to organize it? This workshop reviews the most common structural patterns for theses and dissertations. For more information, contact Kaveh at [eal2@uvic.ca](mailto:eal2@uvic.ca)

### **Shoved in a Drawer and Lost to the World: How to Publish Your Work (3:30 to 4:45pm, January 29, Library 130)**

Are you aspiring to publish your paper, thesis, or dissertation? Participants will learn how to select a reputable publisher, revise their prose for submission, and respond to reviewer feedback. For more information, contact Emily at [caceal4@uvic.ca](mailto:caceal4@uvic.ca)

### **Writing about Data (3:30 to 4:45pm, February 5, Library 130)**

This workshop offers graduate students options for incorporating data and results into their sentences/paragraphs using strategies from *Academic Writing for Graduate Students*. For more information, contact Nancy at [cacmgr@uvic.ca](mailto:cacmgr@uvic.ca).

### **Literature Review Workshop: Part 1 (3:30 to 4:45pm, February 12, Library 130)**

This workshop will cover the purpose of the literature review, options for organization, and key strategies for retaining your voice while presenting the ideas of others. For more information, contact Nancy at [cacmgr@uvic.ca](mailto:cacmgr@uvic.ca)

### **Writing a Proposal (3:30 to 4:45pm, February 26, Library 130)**

Are you working on your thesis or dissertation proposal? This workshop helps you prepare to write a strong proposal that clearly and effectively communicates your research focus and plan. For more information, contact Kaveh at [eal2@uvic.ca](mailto:eal2@uvic.ca)

### **Grammar Refresher (3:30 to 4:45pm, March 11, Library 130)**

This workshop tackles some of the most common errors in grammar, punctuation, and mechanics in graduate-level writing. We'll practice with examples (or bring one of your own) and develop a self-editing checklist. For more information, contact Gillian at [eal1@uvic.ca](mailto:eal1@uvic.ca)

### **Literature Review Workshop: Part 2 (3:30 to 4:45pm, March 18, Library 130)**

This workshop will build on part 1, focusing on language used to effectively weave the ideas of others into your broader discussion of the literature. For more information, contact Emily at [caceal4@uvic.ca](mailto:caceal4@uvic.ca)