FALL 2019

**Formatting your document:**
- August 23: Formatting tips in MS Word: MS template, page breaks, and paragraph formatting tools
- August 30: Formatting tips in MS Word: headings, headers, page numbers and using headings to aid in organization
- September 6: Constructing and formatting tables

**Professional Tone:**
- September 13: Active voice
- September 20: Correctly attributing action: use of the third person, anthropomorphism, and the editorial ‘we’ and all inclusive ‘you’
- September 27: Getting more sophisticated with word choice for verbs (going beyond ‘said’ and ‘wrote’)
- October 4: Using/formatting commonly used acronyms

**Using Professional Resources:**
- October 18: What is a credible source and differentiating between different types of publications
- October 25: Paraphrasing
- November 1: When to quote and how to use quotes well

**Crediting Your Sources:**
- November 8: Using secondary citations appropriately
- November 15: Using the correct verb tense to report what authors wrote
- November 22: Format of in-text citations, including different ways to refer to an author/citation and et al.

SPRING 2020

**Formatting References in APA:**
- January 24, 2020: References: Using your APA manual to find models for different types of references
- January 31, 2020: Formatting references in APA: Entire books
- February 7, 2020: Formatting references in APA: Book chapters
- February 14, 2020: Formatting references in APA: Journal articles

**Organization**
- February 21, 2020: Using outlines to improve your writing and moving from outlines to APA headings
- February 28, 2020: Paragraph structure, topic sentences, and transitions/advance organizer sentences

**Professional Tone Spring:**
- March 6, 2020: Contractions, clichés, and informal language
- March 13, 2020: Reducing bias in language: Gender neutral language/pronouns (he/she vs. their), sensitivity to labels (person-first language and identity)

**Grammar & Mechanics:**
- March 27, 2020: Common word choice errors, including affect/effect, which/that, and who/that
- April 3, 2020: Oxford comma, colons and semi-colons
- April 10, 2020: Common spelling errors: e.g., their/there/they’re, your/you’re, its/it’s, choose/chose
- April 17, 2020: Verb tense
- April 24, 2020: Subject verb agreement, indicating possession

Please bring a laptop for these sessions, as you will be learning how to use Microsoft Word on your device!