

How to Study and Write

A half-day workshop that is required for all incoming CLI students

March 17, 2012

Check in: 8:45am

Class begins at 9:00 a.m. and concludes at 12:00 p.m.

Many students who enroll in CLI or other educational programs discover that it has been a long time since they were required to read a book or write a paper for a class. They also discover that they have lost some of the study skills they had when they were in school. This workshop guides students through the process of previewing and reading a book for comprehension and understanding, taking notes and locating main points in their reading. It helps students with basic writing skills including constructing, planning and generating ideas for a basic paper. It also helps students construct clearer sentences.

This workshop will also help students to feel more at ease with the studying and learning process by enhancing their ability to understand the various texts used in their courses. It will give them more confidence in approaching and completing the assignments they are given in class. It will also help them to interact more fully with course content.

This workshop will be taught by Phyllis and Jan Goodyear. Phyllis has been a professional writer and editor for a number of years and is currently an area resource minister for the ABC of Indiana and Kentucky. She holds a Master of Divinity from Christian Theological Seminary. Jan taught English for 33 years and has done consulting work with churches. She holds a Master of Arts in English from Ball State University.

Class Objectives

Students will learn how to:

- Preview a book
- Highlight a book for comprehension
- Take effective notes on readings and class lectures
- Construct a basic paper
- Construct a book report/review
- Generate ideas for content
- Write effective sentences and paragraphs

Class Outline

- I. Previewing a book
 - A. Identifying all sections
 - B. Skimming the content
- II. Highlighting
 - A. Visual clues
 - B. Pertinent information
- III. Note-Taking
 - A. Cornell Method
 - B. Lecture and study notes
- IV. Constructing basic papers
 - A. Book reports and reviews
 - B. Other kinds of papers
 - C. Critical thinking
 - D. Plagiarism
 - E. Generating ideas
 1. Clustering
 2. Outlining
 - F. Formal and informal styles
 - G. Clichés
 - H. Writing coherent sentences and paragraphs