Email Etiquette at the University
Andrea Olinger, Applied Linguistics & TESL
As a graduate student, you will write thousands of emails while getting your degree—emails that invite professors to serve on your dissertation committee, emails that ask for extensions on papers, emails in which you introduce yourself to potential mentors or advisors. Designed for graduate students who speak English as a second or foreign language, this workshop breaks down the language necessary to make polite requests over email. It also covers basic email etiquette and includes opportunities to edit emails written by real graduate students.
Friday, April 10th, 12:00-2:00pm
Conference Room 4, Student Activities Center (basement level)

Academic Writing Skills Workshop for ESL Graduate Students
Netta Avineri, Applied Linguistics & TESL
In this interactive workshop, ESL graduate students will learn skills and strategies to build their fluency, accuracy, and comprehensibility in English academic writing. In addition, we will discuss useful on-campus, online, and print resources that will help students to work independently to improve their writing. There will also be time for questions and answers about ESL writing issues and concerns.
Thursday, April 29th, 3:00-5:00pm
Conference Room 4, Student Activities Center (basement level)

Email Etiquette for the Job-Seeker
Andrea Olinger, Applied Linguistics & TESL; Markell Steele, UCLA Career Center
As a graduate student, you will write many emails in the service of finding a job—emails that request informational interviews, set up interviews, and follow up on interviews. This workshop, which is designed for graduate students who speak English as a second or foreign language, will break down the language necessary to make polite requests over email. It will also cover basic email etiquette and include opportunities to edit emails written by real graduate students.
Friday, May 15th, 12:00-2:00pm
Location: Conference Room 4, Student Activities Center (basement level)

Choosing the Right Word: Using a Corpus to Improve your Writing
Andrea Olinger, Applied Linguistics & TESL
What nouns do writers use with “latent”? Is “data” singular or plural in your field? How is “besides” used at the beginning of a sentence? And has someone ever told you, “This word isn’t right, but I don’t know why?” Designed for non-native speakers of English, this workshop will give you some tools to improve your word choice. It will introduce you to several free online databases of written English and show you how to find answers to your word choice and grammar questions. It will also demonstrate how to create your own discipline-specific corpus. Bring a laptop if you have one.
Friday, May 22nd, 12:00-1:30pm
Location: Conference Room 4, Student Activities Center (basement level)

Punctuation: A Refresher Workshop
Friday, April 17th, 12:00-1:30pm
Location: Conference Room 4, Student Activities Center (basement level)

Grammar 101: A Refresher Workshop
Friday, April 24th, 12:00-1:30pm
Location: Conference Room 4, Student Activities Center (basement level)

Style 101: A Refresher Workshop
Friday, May 8th, 12:00-1:30pm
Location: Conference Room 4, Student Activities Center (basement level)