

Friday Workshop Schedule
 FRIDAY BUSINESS WRITING WORKSHOPS FOR STUDENTS
 Calendar for Spring 2009

Spring 2009

The 12-12:50PM Friday Workshops will focus on 201 skills. The 1-1:50PM Friday Workshops will focus on 301. These sessions are scheduled on Fridays from 12 noon until 12:50 PM and 1 PM to 1:50PM. Many students attend both sessions, so they need a small break. The location is SGMH 2112 for all sessions.

Weekly Schedule—Spring 2009

DATE	FOCUS	WORKSHOP TOPIC	INSTRUCTOR NAME and E-mail address	TIME	LOCATION
February 6	201	ARTICLES: A, AN and THE	Tim Crugnale tcrugnale@fullerton.edu	12-1 pm	SGMH-2112
February 6	301	AGREEMENT (SUBJECT/VERB/PRONOUN)	Debra Danielsen ddanielsen@fullerton.edu	1-2 pm	SGMH-2112
February 13	201	GRAMMAR REVIEW	Linda Fraser lfraser@fullerton.edu	12-1 pm	SGMH-2112
February 13	301	COMMAS, SEMICOLONS, COLONS & APOSTROPHES	Chris Axtell caxrell@fullerton.edu	1-2 pm	SGMH-2112
February 20	201	PARALLEL STRUCTURE & BULLETED LISTS	Jeremiah Hall jeremiahhall@fullerton.edu	12-1 pm	SGMH-2112
February 20	301	YOU ATTITUDE AND POSITIVE EMPHASIS	April Franklin apfranklin@fullerton.edu	1-2 pm	SGMH-2112

Questions, concerns, problems etc. please contact:
 April Franklin apfranklin@fullerton.edu
 Jeremiah Hall jeremiahhall@fullerton.edu

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DATE	Focus	WORKSHOP TOPIC	INSTRUCTOR NAME and E-mail address	TIME	LOCATION
February 27	201	HEADINGS AND SUBHEADINGS	Pete Evanow pevanow@fullerton.edu	12-1 pm	SGMH-2112
February 27	301	AUDIENCE ANALYSIS & PROBLEM STATEMENTS	Lisa Blackburn lblackburn@fullerton.edu	1-2 pm	SGMH-2112
March 6	201	SENTENCE STRUCTURE (FRAGMENTS, RUN-ONS AND OTHER CONCERNS)	Colin Innes cinnes@fullerton.edu	12-1 pm	SGMH-2112
March 6	301	USING EVIDENCE TO BUILD A CASE & FACT/INFERENCE	Lisa Blackburn lblackburn@fullerton.edu	1-2 pm	SGMH-2112
March 13	201	COMMONLY CONFUSED WORDS & SENTENCE-LEVEL TOPICS	Colin Innes cinnes@fullerton.edu	12-1 pm	SGMH-2112
March 13	301	EFFECTIVE CASE ANALYSIS	Lisa Blackburn <u>lblackburn@fullerton.edu</u>	1-2 pm	SGMH-2112
March 20	201	CONCISENESS: ELIMINATING WORDINESS	Marcia Lichty mlichty@fullerton.edu	12-1 pm	SGMH-2112

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March 20	301	REFWORKS	Marcia Lichty mlichty@fullerton.edu	1-2 pm	SGMH-2112
March 27	201	WRITING PROCESS TIPS – HOW TO ADAPT, etc.	Debra Danielsen ddanielsen@fullerton.edu	12-1 pm	SGMH-2112
March 27	301	PROPOSAL WRITING		1-2 pm	SGMH-2112
April 10	201	BUSINESS WRITING STYLE	Tim Crugnale tcrugnale@fullerton.edu	12-1 pm	SGMH-2112
April 10	301	FORMAL ANALYTICAL REPORTS	Breta Hedges bhedges@fullerton.edu	1-2 pm	SGMH-2112
April 17	201	THE JOB INTERVIEW	Carole Mackie cmackie@fulleron.edu	12-1 pm	SGMH-2112
April 17	301	ADVANCED RESEARCH SKILLS	Robert Sage rsage@fullerton.edu	1-2 pm	SGMH-2112
April 24	201	BUSINESS ETIQUETTE	Howard Gordon hgordon@fullerton.edu	12-1 pm	SGMH-2112
April 24	301	SUMMARIZING, PARAPHRASING, APA CITING	Jodi Jewell jjwell@fulleron.edu	1-2 pm	SGMH-2112

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DATE	Focus	WORKSHOP TOPIC	INSTRUCTOR NAME and E-Mail address	TIME	LOCATION
May 1	201	ORAL PRESENTATIONS	Carrie Perry cperry@fullerton.edu	12-1 pm	SGMH-2112
May 1	301	ADVANCED POWERPOINT	Tony Daly avdaly@fullerton.edu	1-2 pm	SGMH-2112

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