

HOURS OF OPERATION

MONDAY 8:30–5:00
TUESDAY 8:30–5:00
WED. 8:30–5:00
THUR. 8:30–5:00
FRIDAY 8:30–5:00

UPCOMING WORKSHOPS

ALL WORKSHOPS WILL
TAKE PLACE IN THE
WRITING CENTER (MH-45)

*WORKSHOPS OFFER STUDENTS
THE OPPORTUNITY TO FOCUS
ON A PARTICULAR AREA OF
CONCERN.*

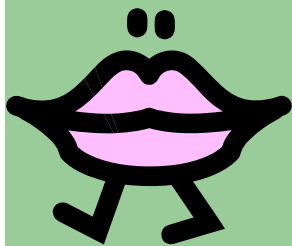
*RESERVE YOUR SPOT NOW!!!
SEATING IS LIMITED*

REVISION
MARCH 21ST (10:00 AM)

APA & MLA FORMAT
MARCH 24TH (11:00 AM)

EDITING & PROOFING
APRIL 11TH (1:30 PM)

ADDING FLAVOR TO
YOUR STYLE
APRIL 17TH (12:30 PM)



CALL US AT
(714) 278-3650
OR VISIT US IN
MH-45

WELCOME TO THE WC

The CSUF Writing Center provides students with an excellent opportunity to generate feedback from their writing by a group of their peers. Our staff is composed of both undergraduate and graduate students who specialize in a wide range of subject matter. During a typical half-hour session, tutors will listen carefully as students voice concerns about their work and their perceived abilities as “college-level” writers. Often, our tutors will help contribute to the writing process simply by engaging students in relevant conversation – a method that gives students the opportunity to become actively involved in their tutorials.

The spring semester also boasts a series of workshops that are specifically designed to aid students in developing

organizational, editing, and revising skills, in improving their writing style, and in correctly using APA and MLA formatting styles.

Students are also welcome to come to the Writing Center to work with each other on their writing assignments as space permits. We also have computers available for students who would like to work on a draft with a tutor.

Also, we are excited to welcome back to the center our supervisor, tutoring alumnus, and composition instructor Jennifer Liddell.

Questions? Drop in! We are located in MH-45 and have plenty of informational flyers, handouts, and knowledgeable tutors on hand OR you can reach us by phone at (714) 278-3650.

CONVERSATION TUTORIALS NOW AVAILABLE

This semester the Writing Center is offering conversation tutorials for students who are non-native English speakers. Because so many of our fellow Titans are learning English as their second (or perhaps third or fourth language), we are working to help them gain the communicative competence they need to thrive within the university and the community at large. In a half-hour

long conversation tutorial, the tutees will have the opportunity to discuss language issues with a Writing Center tutor; the session can focus on vocabulary building or pronunciation practice, or the tutor can discuss any of the tutee’s socio-cultural questions. The session is guided by the needs of the student.

(Continued on Back)



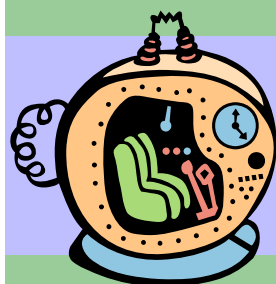
ON-LINE TUTORING

The Writing Center is continuing to offer online tutoring for all CSUF students. The online tutoring program, now in its second semester, is a great option for students who cannot make it to campus for face-to-face tutoring.

Online tutoring works very much like a face-to-face session: the tutee emails a draft of a piece of writing to the Writing Center, along with a summary of the assignment and a list of his or her areas of concern. A tutor reads the email and responds in much the same way that he or she might respond in person. Tutors

strive to ask questions, make suggestions, and give praise for aspects of the draft that work well in an attempt to make the session as collaborative as possible. Finally, the draft with the tutors questions and comments is emailed back to the student as soon as it is done.

Each tutee is given a half hour of the tutor's time, just like in a face-to-face tutorial. On a commuter campus like CSUF, online tutoring offers a great way for students with hectic schedules to get some time with a writing tutor. For more information or to take part in an online tutoring session, students should go to <http://hss.fullerton.edu/english/wc>



IN THE FUTURE...

The Writing Center is continuing to expand its on-line capabilities. In the future, we hope to develop inter-active web-based learning tools that can be used by instructors to supplement classroom instruction and by students who want additional assistance on a particular subject area. The program would be geared towards developmental writers in English classes, although it will be helpful to student writers in any discipline.

In the meantime, our website does provide a number of resources on grammar and mechanics, as well as the writing process. In addition, the website also contains information about writing workshops, helpful campus links, and access to our on-line tutoring component.

The Writing Center strives to meet the demands of the academic community. We encourage faculty and students to provide us with suggestions and feedback.

CONVERSATION TUTORIALS CONT.

Conversation tutorials are an excellent way for non-native English speakers to spend some time speaking in English and working on issues that come up as they learn the language. Tutees are encouraged to come

with questions or materials to discuss (a textbook, a magazine, or a newspaper article, for example). To make an appointment for a conversation tutorial, contact the Writing Center at (714) 278-3650 or in MH-45.

CONTRIBUTING WRITERS:

SHERI HANIZAVAREH

BRIDGET KOMINEK

ALEX TOLJ

THE WRITING CENTER TUTORERS WOULD LIKE TO OFFER A SPECIAL THANKS TO WRITING CENTER COORDINATOR DR. SHERYL FONTAINE.

INSIDE STORY HEADLINE

MUCH OF THE CONTENT YOU PUT IN YOUR NEWSLETTER CAN BE USED FOR YOUR WEB SITE. MICROSOFT WORD OFFERS A SIMPLE WAY TO CONVERT YOUR NEWSLETTER TO A WEB PUBLICATION. SO, WHEN YOU'RE FINISHED WRITING YOUR NEWSLETTER, CONVERT IT TO A WEB SITE AND POST IT.

FIRST, DETERMINE THE AUDIENCE OF THE NEWSLETTER. THIS COULD BE ANYONE WHO MIGHT BENEFIT FROM THE INFORMATION IT CONTAINS, FOR EXAMPLE, EMPLOYEES OR PEOPLE INTERESTED IN PURCHASING A PRODUCT OR REQUESTING YOUR SERVICE.

YOU CAN COMPILE A MAILING LIST FROM BUSINESS REPLY CARDS, CUSTOMER INFORMATION SHEETS, BUSINESS CARDS COLLECTED AT

TRADE SHOWS, OR MEMBERSHIP LISTS. YOU MIGHT CONSIDER PURCHASING A MAILING LIST FROM A COMPANY.

IF YOU EXPLORE THE PROJECT GALLERY, YOU WILL FIND MANY PUBLICATIONS THAT MATCH THE STYLE OF YOUR NEWSLETTER.

NEXT, ESTABLISH HOW MUCH TIME AND MONEY YOU CAN SPEND ON YOUR NEWSLETTER. THESE FACTORS WILL HELP DETERMINE HOW FREQUENTLY YOU PUBLISH YOUR NEWSLETTER AT LEAST QUARTERLY SO THAT IT'S CONSIDERED A CONSISTENT SOURCE OF INFORMATION. YOUR CUSTOMERS OR EMPLOYEES WILL LOOK FORWARD TO ITS ARRIVAL.

INSIDE STORY HEADLINE

YOU CAN ALSO RESEARCH ARTICLES OR FIND "FILLER" ARTICLES BY ACCESSING THE WORLD WIDE WEB. YOU CAN WRITE ABOUT A VARIETY OF TOPICS BUT TRY TO KEEP YOUR ARTICLES SHORT.

MUCH OF THE CONTENT YOU PUT IN YOUR NEWSLETTER CAN ALSO BE USED FOR YOUR WEB SITE. MICROSOFT WORD OFFERS A SIMPLE WAY TO CONVERT YOUR NEWSLETTER TO A WEB PUBLICATION. SO, WHEN YOU'RE FINISHED WRITING YOUR NEWSLETTER, CONVERT IT TO A WEB SITE AND POST IT.

THE SUBJECT MATTER THAT APPEARS IN NEWSLETTERS IS VIRTUALLY ENDLESS. YOU CAN INCLUDE STORIES THAT FOCUS ON CURRENT TECHNOLOGIES OR INNOVATIONS IN YOUR FIELD.

YOU MAY ALSO WANT TO NOTE

BUSINESS OR ECONOMIC TRENDS, OR MAKE PREDICTIONS FOR YOUR CUSTOMERS OR CLIENTS.

IF THE NEWSLETTER IS DISTRIBUTED INTERNALLY, YOU MIGHT COMMENT UPON NEW PROCEDURES OR IMPROVEMENTS TO THE BUSINESS. SALES FIGURES OR EARNINGS WILL SHOW HOW YOUR BUSINESS IS GROWING.

SOME NEWSLETTERS INCLUDE A COLUMN THAT IS UPDATED EVERY ISSUE, FOR INSTANCE, AN ADVICE COLUMN, A BOOK REVIEW, A LETTER FROM THE PRESIDENT, OR AN EDITORIAL. YOU CAN ALSO PROFILE NEW EMPLOYEES OR TOP CUSTOMERS OR VENDORS.

SELECTING PICTURES OR GRAPHICS IS AN IMPORTANT PART OF ADDING CONTENT.



*CAPTION DESCRIBING
PICTURE OR GRAPHIC.*

BACK PAGE STORY HEADLINE

IN A FEW WORDS, IT SHOULD ACCURATELY REPRESENT THE CONTENTS OF THE STORY AND DRAW READERS INTO THE STORY. DEVELOP THE HEADLINE BEFORE YOU WRITE THE STORY. THIS WAY, THE HEADLINE WILL HELP YOU KEEP THE STORY FOCUSED.

EXAMPLES OF POSSIBLE HEADLINES INCLUDE PRODUCT WINS INDUSTRY AWARD, NEW PRODUCT CAN SAVE YOU TIME, MEMBERSHIP DRIVE

EXCEEDS GOALS, AND NEW OFFICE OPENS NEAR YOU.

ONE BENEFIT OF USING YOUR NEWSLETTER AS A PROMOTIONAL TOOL IS THAT YOU CAN REUSE CONTENT FROM OTHER MARKETING MATERIALS, SUCH AS PRESS RELEASES, MARKET STUDIES.

PHONE:

FAX:

E-MAIL:

***YOUR BUSINESS
TAGLINE CAN GO
HERE.***

WE'RE ON THE WEB!

SEE US AT.

WWW.EXAMPLE.COM

CONTINUED STORY HEADLINE

WHILE YOUR MAIN GOAL OF DISTRIBUTING A NEWSLETTER MIGHT BE TO SELL YOUR PRODUCT OR SERVICE, THE KEY TO A SUCCESSFUL NEWSLETTER IS MAKING IT USEFUL TO YOUR READERS.

A GREAT WAY TO ADD USEFUL CONTENT TO THIS NEWSLETTER IS TO DEVELOP AND WRITE YOUR OWN ARTICLES, OR INCLUDE A CALENDAR OF UPCOMING EVENTS OR A SPECIAL OFFER THAT PROMOTES A NEW PRODUCT.

ABOUT OUR ORGANIZATION...

THINK ABOUT YOUR ARTICLE AND ASK YOURSELF IF THE PICTURE SUPPORTS OR ENHANCES THE MESSAGE YOU'RE TRYING TO CONVEY. AVOID SELECTING IMAGES THAT APPEAR TO BE OUT OF CONTEXT.

MICROSOFT INCLUDES THOUSANDS OF CLIP ART IMAGES FROM WHICH YOU CAN CHOOSE AND IMPORT INTO YOUR NEWSLETTER. THERE ARE ALSO SEVERAL TOOLS YOU CAN USE TO DRAW SHAPES AND SYMBOLS.

