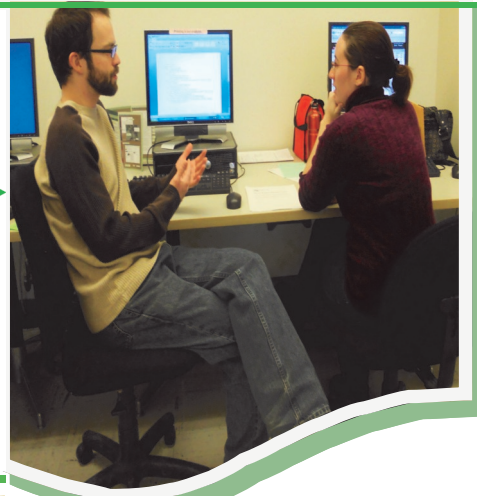


the **WRITING** **LAB**

at Purdue

INSTRUCTOR INFORMATION—SPRING 2012



Check out the Writing Lab Website!
<http://owl.english.purdue.edu/writinglab>

Dear Instructor:

Greetings and welcome to a new semester! We're sending this brief newsletter to tell you about the Writing Lab's services and how we can help you and your students with any writing project.

As always, the center of our work is one-to-one tutorials with students, and the students we see come from all fields of study at Purdue. We also offer conversation groups for English as a Second Language students and workshops on a variety of topics. We have plenty of study space and computers for students use, along with in-lab library with hundreds of books on writing skills and grammar. Please call 494-3723 for information about any of our services.

You can find a list of FAQ at <http://owl.english.purdue.edu/writinglab/facultyfaq>, and we have information for students at <http://owl.english.purdue.edu/writinglab/policies>.

We'd like to remind you that we offer individual consultations with faculty interested in building better writing assignments or instruction into courses at all levels. We also offer workshops on a variety of topics that we can bring to your class. Since scheduling these in-class workshops can be challenging, please make your requests as early in the semester as possible, so that we can try to accommodate you. We are always looking for new ideas for teaching and promoting writing instruction at Purdue. Please feel free to contact us with your ideas and suggestions.

Linda S. Bergmann, Director—lbergmann@purdue.edu
Tammy Conard-Salvo, Associate Director—tcsalvo@purdue.edu

follow us on
twitter



@PurdueWLab.

Updates about the Writing Lab and new features of the OWL can also be found at <http://owl.english.purdue.edu/purdueowlnews>.

Hours of Operation

Main Location:

226 Heavilon Hall

Monday thru Thursday:
9:00 AM—6:00 PM

Friday: 9:00 AM - 1:00 PM

Drop-in Locations:

Hicks on Monday 7-10 pm

Latino Cultural Center on
Tuesday 6-9 pm

Meredith on
Wednesday 7-10 pm

*Please see the next page for a description
of some of the services we offer:*

Writing Lab Services are FREE to Purdue University Students!

One-on-One Tutorials

We offer free tutorials to students on a scheduled and drop-in basis. Students work with our writing consultants on central aspects of the writing process and task, and are invited to come to the Writing Lab at any stage of their writing. Common sessions cover:

- ◆ Clarification: helping students to understand an assignment
- ◆ Invention: brainstorming, coming up with ideas, discovering a focus
- ◆ Organization: ordering ideas, building an argument
- ◆ Revision: reconsidering main arguments and ideas

Students can call 494-3723 to schedule an appointment or drop by Heavilon 226. Drop in hours are available in the Hicks Undergraduate Library on Monday evenings from 7-10 pm and on Wednesday evenings in Meredith Hall from 7-10 pm.

Purdue's Online Writing Lab (OWL)

The Purdue OWL offers an increasing number of handouts, presentations, online workshops and other electronic materials to the university community and the world. The Purdue OWL also keeps you updated on Writing Lab events, and produces the weekly Purdue OWL news. Instructors and students use the OWL to:

- ◆ Access regularly-updated handouts on grammar, writing process, basic writing document design, and ESL concerns
- ◆ Email brief questions using the form at <http://owl.english.purdue.edu/writinglab/email/owlmail>
- ◆ Find helpful writing-oriented internet sites
- ◆ Download classroom-ready PowerPoint presentations on writing topics

<http://owl.english.purdue.edu>

OWL News: <http://owl.english.purdue.edu/purdueowlnews>

Business Writing Consultants (BWCs)

The Business writing Consultants at the Writing Lab receive special training to assist students with all of their business writing needs. We have a wealth of resources including free 30-minute in-lab tutorials, handouts, online interactive learning materials, and in-class workshops. In addition to document design, employment writing, and office writing, we address these popular topics:

- ◆ Resumes: traditional, hypertext, scannable
- ◆ Curricula Vitae
- ◆ Cover letters and business letters: thank-you, acceptance, request for interview
- ◆ Personal statements: grad school applications, scholarship applications
- ◆ Online etiquette and conventions: print vs digital documents

Undergraduate Teaching Assistants (UTAs)

UTAs are Purdue students from various majors who have taken English 390, a course on tutoring strategies, and who have been invited to become tutors in the Writing Lab. They work exclusively with undergraduate students in English 106 and 108, as well as developing workshops and materials for the Writing Lab. UTAs offer the following:

- ◆ A peer-tutoring, non-evaluative relationship with students from a variety of majors
- ◆ Weekly standing appointments for students needing continuing help
- ◆ Experienced in Introductory Compositions at Purdue and familiarity with 106 syllabi
- ◆ Models for effective peer review techniques

Writing Lab Workshops

Writing Lab workshops are designed to help students learn about a variety of writing-related issues. Each interactive presentation is facilitated by experienced Writing Lab Instructors and is designed to equip students with skills for successful writing task completion. The Writing Lab offers both in-Lab and classroom workshops by instructor request and covers topics like:

- ◆ Basic writing skills
- ◆ Research papers and documentation style
- ◆ Business writing documents
- ◆ Writing with computers
- ◆ Using the Writing Lab and Purdue OWL

ESL Services

The Purdue Writing Lab offers a full range of services of non-native speakers of English, covering writing and reading skills and conversational fluency:

- ◆ Tutorials: talk about papers
- ◆ Workshops: learn how to use the Writing Lab
- ◆ Self-study resources (books, tapes, CD-ROMS): work on reading skills, learn about academic and business writing; practice pronunciation skills
- ◆ TA conversation groups: special groups for current and prospective TAs to practice spoken English, discuss teaching issues with others, practice oral presentations, and receive feedback
- ◆ Revolving topics conversation groups: open to all non-native speakers, students select topics for the groups