

The Write Way

"Master the Word and You Shall Master Your World"

A Northwest Vista College Publication from the Centers for Academic Reading and English Support (CARES) in Juniper Hall

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Hang On: Maymester and Summer School Are Coming!

Yes indeed! The Spring semester here at Northwest Vista College is coming to a quick end, but the Maymester will begin later this month and summer school is not far behind.

While some of our students will be taking a break for the summer, many others will continue with their studies by enrolling in the Maymester, the eight week summer school session, or Summer I & II.

For those students who have enrolled for their first Maymester or summer school sessions, hang onto your hat. These semesters move at a fast pace being that some class are held four days a week.

The Maymester runs from May 20 through June 7 while the Eight Week Summer session begins

June 10 and ends August 1st. The Summer I session runs from June 10 until July 11, and Summer II runs from July 15 to August 15.

Meanwhile, during the regular Spring or Fall 16 week session, a student can miss a couple of days, for whatever reason, and not fall too far back in classwork.

However, because the Maymester and some of the summer sessions are essentially a compression of the regular 16 week sessions, if a student a misses a couple of days, they will find themselves far behind in their studies.

So, if you've enrolled for Maymester and summer school, good luck, take a deep breath, and hang in there!



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The CARES Labs

The College English Center

JH216 Mon -Thurs: 8AM-9PM

Fri-Sat: 9AM -2PM

Developmental English Lab

JH229 Mon -Thurs: 9AM-9PM

Fri - Sat: 9AM -2PM

Developmental Reading Lab

JH100 Mon -Thurs: 9AM-5PM

Advocacy Center

JH308 Mon - Thurs 8AM - 7PM

Friday 9AM-12PM

Visit us at:

<http://www.alamo.edu/nvc/tutoring/cares/>

CARES - What's It All About?

The Centers for Academic Reading and English Support (CARES) help sustain the mission of Northwest Vista College by providing comprehensive academic support services that promote independent learning, academic achievement, and critical thinking skills.

To accomplish our mission, we provide quality tutoring and academic support in developmental English, developmental reading, and college level English writing and research courses.

In addition to these tutoring services in our various labs, we also offer assistance and advising with assessment, course placement, degree plans, and drop counseling for English and reading through our Advocacy Center.

(See Cares, Page 3)

GoPrint Accounts: A Must for Printing!

Printing for free has become a thing of the past and all students needing to print a document will first have to set up a GoPrint account.

There are two ways to access GoPrint to set up your account—when you're ready to print your document, hit the File button, and select Print, which will bring you to the access and account setup window. You can also access GoPrint by placing your cursor in the task tray at the bottom right hand of the screen, clicking on the white triangle, and then on the GoPrint logo.



(See GoPrint, Page 2)



Computers in the CARES Labs

If you are a student enrolled in English composition, literature, or developmental classes, the Centers for Academic Reading and English Services (CARES) labs can provide help in getting assignments completed from start to finish. Located in Juniper Hall, these labs also offer expert tutoring services and you can print assignments with a valid GoPrint account. However, If you are working on any assignment other than English, you will need to go to the Writing Across The Curriculum (WAC) Lab, located in room 205 at the Rosebud Learning Center (library).

When coming to the CARES labs, the first thing to do is sign in at the computer station located at the front entrance of the lab you are using. In the College English Writing Center, JH216, the side door in this lab is for faculty and staff use only.

The computers in these labs are programmed to allow students to work on their assignments while using the Microsoft Office Suite that includes the Word and Power Point programs, two of the most commonly used programs in English and Literature classes. Keep in mind that these computers will not

allow the downloading of any programs, so save yourself the effort. Internet use on computers is strictly for researching assignments. There are no games, Facebook, , or cell phone conversations allowed in the English Writing Center.

Please remember: No Facebook, games, or cell phone conversations are allowed in the English Writing Center!

Remember that anything saved on these computers will be lost when they reboot each night. Please use a USB thumb drive to save your work, or you can save it to the Desktop and then email it to yourself as an attachment. Data can also be saved on the computer's S Drive known as the Student Drive; however, access to that file can only be gained from the same computer you used when you save it.

If you are having problems with one of the computers, please notify a tutor, but do not try to fix the problem yourself as you may end up making it worse. The IT system does go down from time to time, so please be patient. It is also a good idea while you are working on your assignment to click the save

button frequently.

If you have left something behind in any of the CARES labs, there is a Lost and Found box at the front desk. If you have left something of value such as your iPhone or purse, please contact one of the tutors as the item will be stored in a safe place. One of the most common items left behind in the lab are USB thumb drives.

While this may not be a big thing at the beginning of the semester, as it progresses you will have more assignments on those drives, so if you lose it, you have lost all of your hard work. **DON'T FORGET YOUR THUMB DRIVE!**

Please be respectful of others while you are using the CARES labs, try to keep conversations down to a minimum, and please be careful with your drinks.

GoPrint, ——— (continued from Page 1)

To set up your account you will need a credit or debit card to fund it with a minimum of \$2 and a maximum of \$20. If using cash, a kiosk on the second floor of the Cypress College Center building will allow you to use actual cash, but you must first set up your account. You will be asked to select a user name and password.

Once the account is ready, print out your work by entering your user name and password. Once the account is ready, print out your work by selecting your document in the **My Print Jobs** window then click **Print**. You can also keep track of accounts in this same window.

Critical Reading Means Paying Attention

Critical reading requires more than reading the words: you must interact with the material. Critical reading is applicable to many subjects. Critical reading means taking notes. Taking notes can help you understand a reading and keep you alert. Here are some tips to improve your reading skills:

- Start by previewing the text. Read any headings, captions, charts, and lists as these provide clues to the writer's attitude, goals, personal viewpoint or approach.
- When reading the text, read sections slowly and carefully, underlining the most important points for each section.
- Circle and look up the meanings of words you don't know. Use a dictionary or reference books.
- Briefly, list the main points in the margins or in a notebook.
- Always annotate why you highlighted those ideas and whether the ideas relate to other readings.

- Also write your personal reactions to what you have just read; writing while you read aids your memory.
- Review your notes before class or writing your response.

Meanwhile, ask yourself the following questions as you read:

- * **What are the author's main points and what evidence and explanations does the writer use to back the main points?**
- * **Does the support actually help me understand the main points, or am I left with questions and doubts?**
- * **Has the author convinced me of his point of view and how has the piece changed my feelings or beliefs about the topic?**
- * **What do I think about the author's message? Why? How does what I've learned connect to other things to experiences I have**



CARES

(continued from Page 1)

- The goals set by CARES have been designed to reach all students and include:
- To provide students with an opportunity to further develop their study skills and understanding of course content.
 - To provide students with an opportunity to develop positive attitudes towards themselves, their studies, and their skills.
 - To empower students to become confident, effective, and independent learners.



- To work in partnership with faculty and staff to identify and assist students with academic needs.

We take pride in the fact that our tutoring services have been certified by the College Reading and Learning Association (CRLA).

We want our faculty, staff, and students to be assured of the superior quality of

assistance they will receive when they come to CARES.

Our centers are located on the first, second, and third floors of Juniper Hall.



Tips To Help Ace Your Exams

Final exam season is coming up sooner than you think! Don't worry, though; the CARES labs have got you covered. Even if you cannot find time to come into the labs for tutoring, make sure your study time is truly enhancing your learning experience.

Following these eight study tips could help you maximize the time you do spend studying!

- Do learn to say no to things that will distract you.
- Do rank study tasks in order of priority.
- Do make time to study every day.
- Do reward yourself for working hard.
- Do use your best time to study (morning, afternoon, or night?).
- Do study in small chunks.
- Do use your planner to keep track of study time.

Most important of all of these tips is; Don't procrastinate! It is easy to put off writing an essay, but if you aren't very proficient at it, especially a research essay, you will find yourself in a bit of a spot.

Prioritize your assignments and schedule plenty of time to complete them before they are due. Doing this will also help keep your stress level down to a minimum.



Can't Find Your Essay on Your Flash Drive? Could be Trouble!

If you've ever been late and in a hurry to get to your next class, job, or home, and have simply yanked out your flash drive from any computer on campus, being late might be the least of your worries. Yanking out a flash drive without properly ejecting it can and will eventually corrupt one or all of your files, which means you could lose all of your work, including that essay and research you've been slaving over for weeks. **Poof!** Just like that, it'll be gone, unrecoverable, and it will not make your day.

Always use the "Safely Remove Hardware" ejection function located in the task tray at the bottom right of your computer screen. Wait until a message balloon pops up telling you that it is safe to remove your flash drive. It may take a minute or two to go through the process, but it will save you a lot of frustration and heartache, especially as we near the end of the semester.

Useful Links and Resources

For this month we're going to concentrate on Internet websites that will help all English students with their questions concerning those pesky Modern Language Association in text and Works Cited page reference citations. Also listed below are a couple of websites to help you better understand general grammar rules, reading, and studying.

MLA

The University of Purdue's Online Writing Lab:
<http://owl.english.purdue.edu/owl/resource/747/01/>

Links for Grammar

Grammar Girl's Quick and Dirty Podcasts:
<http://grammar.quickanddirtytips.com/>

Grammar Instruction with Attitude <http://www.chompchomp.com/menu.htm>

Links for Reading & Writing

The Writing Portal: <http://writeportal.ca/port/>

Reading Improvement: http://ww.dartmouth.edu/~acskills/videos/video_ri.html

Tips on Studying

How To Study: <http://www.how-to-study.com/>

Gather Your Resources Before Starting Your Essay

Have you ever started a project and soon come to realize that you've not gathered all of the materials you need for completion and success? It's the same thing with writing a research paper; you have to complete and record your citation resources before attempting to write the first draft.

We'll assume that you've already developed a thesis as well as an outline that will serve as a roadmap for your essay. Remember that supporting and defending your essay is akin to attorneys proving a case before a judge and jury.

Think about it; an attorney uses case law, testimony, evidence, and witnesses to prove a case. As a student you are doing the same thing, but using your research to support a thesis claim, and instead of proving your case to a judge, you will make and defend your claims to an instructor with your class peers serving as judge.

As you begin to research your topic, keep in mind that you'll want to use credible sources to give your paper validity. An instructor will not pay much attention to a source that is coming from Ask.com or Wikipedia.com (most do not accept the latter), but will take notice of cited material if it stems from an .edu website that indicates the source is from a college or university.

Other credible sources come from academic databases such as ERIC or JSTOR as well as the .gov websites that are from the federal government and the .org sites, which are the nonprofit organizations like PBS or NPR.

When you begin to incorporate cited sources into your essay, it is best to introduce your source to add weight to your assertions. If you begin a quote without introducing it and the instructor finds out at the end that the information is coming from a source like Wikipedia, they will feel cheated because it is not a credible source, and this will only serve to detract from your essay.

However, if you introduce a source with a phrase such as, "According to Harvard Economist Paul Krugman . . .," the reader is aware that the information being provided is from a credible source that will lend credence to your work and go a long way towards proving your thesis.

One of the main reasons to compile your Works Cited page before writing your research essay is that when you begin using your sources in text to prove the thesis claim, you can cross reference it with the Works Cited page to ensure you have cited it correctly as it is listed. Remember: it is the student's responsibility to get their instructor from the in-text citation to the Works Cited page, and if this is not accomplished, points will be deducted.

Students Enrolled in English or classes are welcome to come by and let our tutors help with your assignment and the coming finals. We'll help you develop your thesis and outline as well as directing you to research sources that will help prove and defend your thesis.

FREE HANDOUTS!

Grammar, Essay & Literature

It seems these days that there are fewer things in life that are free, but in all of our CARES writing and reading labs here at Northwest Vista College, we have free grammar, essay, and literature handouts available to all students enrolled in English courses. Topics range from tips on getting started on various essay assignments to listings of common spelling errors and words often misused in our sometimes complicated English language.

In our Developmental labs, the handouts can be accessed through our tutors and they'll be happy to help you select the ones that will help the most. Because there can be sometimes a lot of tutoring activity in the Writing Center and the tutors get busy, students can help themselves to the handouts located in the center of the lab sitting above the book cases. If there is no one handout that answers your questions, please ask one of the tutors and they'll help you find the answer.



Grammar LOL!

Some words can really be confusing in our English language, but with practice and a good eye, you will come to learn the subtle difference such as with homonyms, which are words that have the same sound and often the same spelling, but mean something different. Here are some examples:

- A palette has to do with color and a palate deals with taste, but a pallet is also something you sleep on.
- One loathes someone else, but is loath to admit one's distaste.
- A premier is a diplomat while a premiere is something one attends, but a premier can also be used as an adjective denoting quality.
- You wear a mantle, but your fireplace has a mantel.
- One buys antiques in an antiques store from an antiques dealer, but an antique store is a very old one.
- A cornet is an instrument while a coronet is a crown.
- A vice is depraved, but a vise squeezes.
- Mucus is a noun, but mucous is an adjective. Uggghhhh!
- The Sibyl was an oracle, but Sybil is the name of a woman.

The CARES Newsletter Staff for May 2013 was comprised of English Composition, Developmental Reading, and Writing instructors and tutors.

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