

Writing, Rhetoric, and Professional Communication IAP Workshops 2018

Writing Successful Proposals

Andreas Karatsolis, Associate Director of WRAP

Tuesday, January 9, and Thursday, January 11, 12:00 pm—2:30 pm, E17-136

Following last year's successful IAP offering, WRAP is extending the workshop on *Writing Successful Proposals* to two days (5 hours in total). At the heart of this workshop is a conceptual framework for proposal writing, centered around the baseline logic of the proposal as a genre, and the associated rhetorical moves within proposal sections. As an extension to this framework, participants will be presented with a model to effectively develop methodology sections, project timelines and budgets. In the second session of the workshop, participants will work on applying the baseline logic model into their own project ideas, and learn how to integrate visuals and generate discourse for the different sections. Finally, we will discuss how to create a persuasive line of argument through the use of themes that the potential sponsors will feel compelled to consider for funding.

The workshop is targeted towards advanced undergraduate students engaged in original research, graduate students and faculty or staff in the process of submitting proposals for funding. Please contact wrap@mit.edu to reserve a place.

Presenting with Skill and Confidence

Juergen Schoenstein, Lecturer in WRAP; Anna Kohler, Senior Lecturer in Music and Theater Arts

Wednesday, January 17, 9:30 am – 12:30 pm, 2-147

Thursday, January 18, 9:30 am – 12:30 pm, 1-273 and 1-277; and 2 pm – 4 pm, 4-364

As engineers and academics, we love to talk about our work – unless it is in front of an audience. For many, public speaking is one of the biggest fears they have to face; even experienced presenters often agonize over the prospect of facing an audience. This workshop will address not only the tasks of crafting a talk and designing the slides, but also how to become confident and comfortable as a speaker. This workshop is intended for graduate students and faculty members who want to improve their oral presentation skills, but undergraduates are welcome, too.

The first part will be a half-day workshop in crafting an audience-specific narrative, and designing professional slides; the next morning, we will do a “clinic” where participants get an opportunity to give a 5 to 10-minute presentation (about their thesis, current research, or any other topic they choose) to a friendly audience of peers, get feedback and practice how to handle the Q and A. In the afternoon, things will become more physical: Anna Kohler, Senior Lecturer for Theater at MIT, will lead a workshop on “Speaking with confidence”. In this workshop, you will do exercises that will enable you to find and fill both the space within you and the space immediately around you, so that you can confidently be yourself in front of a large audience. This workshop is not about oral performance and theatrical speech, but about physical presence and comfort on stage - wear loose clothing conducive for physical movement. Please contact Juergen@mit.edu to reserve a place.

Communicating Science to the Public

Suzanne Lane, Director of WRAP

Thursday, January 18, 1:00 pm – 3:00 pm, E17-136

This workshop will provide vivid lessons and hands-on practice in communicating scientific research to a general audience. An in-depth explanation of strategies for making complex information accessible and memorable, without compromising accuracy, will be followed by exercises for developing clear and vivid explanations of data and concepts. Space is limited to 25. Please contact wrap@mit.edu to reserve a place.

Reasoning and Argumentation

Suzanne Lane, Director of WRAP

Tuesday, January 23, 1:00 pm—3:30 pm, E17-136

The free exchange of ideas is central to democracy and to academic work. Yet often this exchange can be fraught with misunderstanding, anxiety about how our ideas or positions will be received, and unnecessary conflict. This workshop will teach participants central concepts of reasoning and argumentation that can aid in generating useful debate that fosters open dialogue towards understanding and problem solving. Open to the entire MIT community, but space is limited to 30. Please contact wrap@mit.edu to reserve a place.

Standing on the Shoulders of Giants: Understanding How to Reason with Sources

Suzanne Lane, Director of WRAP

Thursday, January 25, 1:00 pm—3:00 pm, E17-136

Whenever we do research—whether in the library, the lab, or the field, or just reading the assigned texts for a class—we hope to develop new ideas: to form and test hypotheses, develop new and better methods, produce richer evidence, and refine existing theories. Our research is often collaborative, and always builds on work by previous researchers and writers. But how do we develop new ideas from these sources? How do we document where others' ideas contribute to our thinking, and where our ideas build on theories and evidence that's already published? And why do the practices of incorporating and citing sources vary so much from one discipline or journal to another? This workshop will help you learn how to write with sources—published, online, or live—in ways that will help both you and your readers understand how your ideas build on, and move beyond, those of your sources. Space is limited to 25. Please contact wrap@mit.edu to reserve a place.

Thesis Bootcamp: Exercises and Strategies for Writing a Major Technical Report

Amy Carleton and Jane Kokernak, Lecturers in WRAP

Wednesday, January 31, 10 am – 1 pm, 4-231

Thursday, February 1, 10 am – 1 pm, 4-231

Embarking on any research-based writing project, like the undergraduate thesis or a technical report, can often seem daunting. *How does one choose a suitable topic or focus? What is an approach for conducting and cataloguing a literature search? What are strategies for outlining and drafting your final document? What are the qualities of effective technical prose?*

This IAP workshop will offer students a strategic and intense opportunity to prepare for their upcoming thesis or other large writing project by

- conducting genre analysis of sample theses and reports,
- formulating a viable research question,
- generating a preliminary research bibliography,
- examining the features of effective prose, and
- designing a realistic timeline keyed to the chief writing tasks.

Day one will focus on the components of thesis and report writing, the research question, and background research with help from an MIT research Librarian. On day two, we will isolate features of technical prose and their application to your writing, design a project timeline and get quick feedback, and address questions specific to your project. Participants are asked to bring laptops and any project guidelines to the meetings. Note: while the emphasis is on undergraduate research in MechE, anyone is welcome to attend.

Attendance capped at 60.

To register, fill out the Google form here: <http://bit.ly/2ijWgXX>

FOR MORE INFORMATION: WRAP@MIT.EDU OR (617) 253-3039.