The Graduate Centre for Academic Communication (GCAC) offers five types of instruction designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, boot camps, and website resources. All of our programs are free and open to graduate students at the U of T. While the workshops function on a drop-in basis, consultations require an appointment, and courses require registration. The resources page of our website provides links to useful online material related to academic writing and speaking. For further information, please visit our website at www.sgs.utoronto.ca/gcac.

COURSES

The courses listed below require on-line registration. Course descriptions and registration instructions can be found on our website. GCAC has five course sessions per year, starting in September, October, January, February, and May. Students may take a maximum of 2 courses in each session. Since our courses are in very heavy demand, we ask that you register only if you are sure you can attend the entire course. Please note: All sections of a course cover the same material at the same level. Course sections differ only in the dates on which the course is run. Divisional breakdown is as follows: Division 1 – Humanities, Division 2 – Social Sciences, Division 3 – Physical Sciences, and Division 4 – Life Sciences.

JANUARY 2018 COURSES: REGISTRATION OPENS ON WEDNESDAY, JANUARY 3RD AT 10:00 AM

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY AND TIME</th>
<th>DURATION</th>
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</thead>
<tbody>
<tr>
<td>*Introduction to Science Journalism</td>
<td>(3 weeks) Section 1 Sat. 9:30 – 12:30</td>
<td>Jan. 20 – Feb. 3</td>
</tr>
<tr>
<td>*Oral Presentation Skills for Professional Master’s Students</td>
<td>(6 weeks) Section 1 Tues. 5:00 – 7:00</td>
<td>Jan. 16 – Feb. 13***</td>
</tr>
<tr>
<td>*Prewriting Strategies for Developing and Organizing Your Ideas (all divisions)</td>
<td>(4 weeks) Section 1 Wed. 10:00 – 12:00</td>
<td>Jan. 17 – Feb. 7</td>
</tr>
<tr>
<td>*Understanding the Research Article: Reading Towards Writing (for students engaged in experimental research)</td>
<td>(5 weeks) Section 1 Thurs. 10:00 – 12:00</td>
<td>Jan. 18 – Feb. 15</td>
</tr>
</tbody>
</table>

COURSES FOR NATIVE SPEAKERS OF ENGLISH

Becoming a Better Editor of Your Own Work (for students in the Humanities and Social Sciences) | (4 weeks) Section 1 Tues. 10:00 – 12:00 | Jan. 16 – Feb. 6 |

*COURSES FOR NON-NATIVE SPEAKERS OF ENGLISH

*Oral Presentation Skills (for native speakers of English) | (6 weeks) Section 1 Tues. 2:00 – 4:00 | Jan. 16 – Feb. 13*** |

*COURSES FOR NON-NATIVE SPEAKERS OF ENGLISH

Academic Conversation Skills | (6 weeks) Section 1 Mon. 4:00 – 6:00 | Jan. 15 – Feb. 12*** |

Academic Writing 1: Focus on Essentials | (5 weeks) Section 1 Fri. 1:00 – 3:00 | Jan. 12 – Feb. 16 |

Academic Writing 2: Focus on Grammar | (5 weeks) Section 1 Tues. 10:00 – 12:00 | Jan. 16 – Feb. 13 |

Academic Writing 3: Focus on Style | (5 weeks) Section 1 Wed. 2:00 – 4:00 | Jan. 17 – Feb. 14 |

*Oral Presentation Skills (for non-native speakers of English) | (6 weeks) Section 1 Tues. 10:00 – 12:00 | Jan. 16 – Feb. 13*** |

COURSES FOR IVGS (NON-NATIVE SPEAKERS OF ENGLISH) (for students who are visiting but not completing a degree at the U of T)

Academic Conversation Skills for IVGS | (6 weeks) Section 1 Fri. 10:00 – 12:00 | Jan. 12 – Feb. 16 |

Academic Writing 2: Focus on Grammar for IVGS | (5 weeks) Section 1 Thurs. 6:00 – 8:00 | Jan. 18 – Feb. 15 |

Oral Presentation Skills for IVGS | (5 weeks) Section 1 Wed. 10:00 – 12:00 | Jan. 10 – Feb. 7 |

FEBRUARY 2018 COURSES: REGISTRATION OPENS ON TUESDAY, FEBRUARY 6TH AT 10:00 AM

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAY AND TIME</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Oral Presentation Skills for Professional Master’s Students</td>
<td>(6 weeks) Section 2 Fri. 10:00 – 12:00</td>
<td>Mar. 2 – Apr. 13**</td>
</tr>
<tr>
<td>*Understanding the Research Article: Reading Towards Writing (for students in the Humanities and Social Sciences)</td>
<td>(5 weeks) Section 1 Tues. 10:00 – 12:00</td>
<td>Feb. 27 – Mar. 27</td>
</tr>
</tbody>
</table>

COURSES FOR NATIVE SPEAKERS OF ENGLISH

Becoming a Better Editor of Your Own Work (for students in the Physical and Life Sciences) | (4 weeks) Section 1 Wed. 10:00 – 12:00 | Mar. 7 – Mar. 28 |

*COURSES FOR NON-NATIVE SPEAKERS OF ENGLISH

Academic Conversation Skills | (6 weeks) Section 3 Tues. 10:00 – 12:00 | Feb. 27 – Mar. 27 |

Academic Writing 1: Focus on Essentials | (5 weeks) Section 2 Fri. 10:00 – 12:00 | Feb. 27 – Mar. 27 |

Academic Writing 2: Focus on Grammar | (5 weeks) Section 2 Thurs. 6:00 – 8:00 | Mar. 1 – Mar. 29 |

*Oral Presentation Skills (for non-native speakers of English) | (6 weeks) Section 4 Wed. 10:00 – 12:00 | Feb. 28 – Apr. 4 |

*Oral Presentation Skills (for non-native speakers of English) | (6 weeks) Section 5 Wed. 2:00 – 4:00 | Mar. 7 – Apr. 11 |

*COURSES FOR IVGS (NON-NATIVE SPEAKERS OF ENGLISH) (for students who are visiting but not completing a degree at the U of T)

Academic Conversation Skills for IVGS | (6 weeks) Section 2 Thurs. 4:00 – 6:00 | Mar. 1 – Apr. 5 |

Academic Writing 1: Focus on Essentials for IVGS | (5 weeks) Section 1 Thurs. 10:00 – 12:00 | Mar. 1 – Mar. 29 |

Oral Presentation Skills for IVGS | (5 weeks) Section 2 Fri. 1:00 – 3:00 | Mar. 2 – Apr. 6** |

* Subject to attendance and work submission requirements, this course may be used for credit in the School of Graduate Studies’ Graduate Professional Skills (GPS) program. For more information on the GPS program visit http://www.sgs.utoronto.ca/currentstudents/Pages/Professional-Development.aspx

** This section will not hold class on Friday, March 30 – Good Friday

*** Final class date and time will be determined in class
No registration is required for workshops, and all members of the U of T community are welcome to attend as many workshops as they wish.

ACADEMIC COMMUNICATION SKILLS FOR MULTILINGUAL STUDENTS
Tuesdays, 4:00 p.m. – 5:30 p.m., Bissell Building, 140 St. George Street, Rm. 205 (all workshops taught by Dr. Art Babayants)
Jan. 16: Active Listening and Speaking in Academic Settings
Jan. 23: Strategies for Clear Speaking and Pronunciation
Jan. 30: Strategies for Academic Vocabulary Acquisition

DEVELOPING AND PITCHING A RESEARCH PROJECT (for graduate students in all disciplines)
Wednesdays, 4:10 p.m. – 5:40 p.m., Galbraith Building, 35 St. George Street, Rm. 244 (all workshops taught by Dr. Jane Freeman)
Jan. 17: Writing a Thesis or Grant Proposal: An Overview
Jan. 24: Strategies for Clarifying and Organizing Your Ideas Before You Write
Jan. 31: Writing a Literature Review that Demonstrates the Need for Your Research
Feb. 7: Clear Thinking, Clear Writing: Communicating Clearly to Your Target Audience(s)

SPEAKING CONFIDENTLY IN ACADEMIC SETTINGS (for non-native speakers of English)
Mondays, 4:30 p.m. – 6:00 p.m., Woodsworth College Residence, 321 Bloor Street West, Rm. 25 (all workshops taught by Eleonora Maldina)
Jan. 29: Breaking the Ice: How to Start Conversations Effectively in Academic Settings
Feb. 5: Strategies for Making Requests in Academic Settings

WORKING WITH SOURCES (for graduate students in the Humanities and Social Sciences)
Mondays, 4:10 p.m. – 5:40 p.m., Woodsworth College Residence, 321 Bloor Street West, Rm. 25 (all workshops taught by Dr. Peter Grav)
Feb. 26: Thinking about Citation and Sources
Mar. 5: Writing Your Sources Into Your Work
Mar. 12: Refining Your Use of Sources

WRITING/SPEAKING IN THE PHYSICAL AND LIFE SCIENCES (for graduate students in Divisions 3 and 4)
4:10 p.m. – 5:40 p.m., Medical Sciences Building, 1 King’s College Circle, Rm. 2172
Tues. Feb. 27: Writing Literature Reviews in the Sciences (Dr. Peter Grav)
Tues. Mar. 6: Improving the Style of Your Scientific Writing (Dr. Daniel Newman)

Please note the different day/location for the workshops below:
4:10 p.m. – 5:40 p.m., Bissell Building, 140 St. George Street, Rm. 205
Thurs. Mar. 15: Thesis Writing in the Physical and Life Sciences (Dr. Houman Savoji)
Thurs. Mar. 22: Making the Most of Oral Presentation Skills in the Sciences (Dr. Houman Savoji)
Thurs. Mar. 29: Writing Grant Proposals in the Sciences (Dr. Houman Savoji)

WRITING/SPEAKING IN THE HUMANITIES AND SOCIAL SCIENCES (for graduate students in Divisions 1 and 2)
Wednesdays, 4:10 p.m. – 5:40 p.m., Galbraith Building, 35 St. George Street, Rm. 244
Feb. 28: Reading Efficiently and Effectively (Dr. Sara Osenton)
Mar. 7: Writing Literature Reviews (Dr. Peter Grav)
Mar. 14: Writing a Critical Analysis (Dr. Peter Grav)
Mar. 21: Editing Your Work Effectively (Dr. Trevor Cook)
Mar. 28: Making the Most of Oral Presentations (Dr. Trevor Cook)

WRITING CONSULTATIONS
One-on-one consultations are available for students who seek individualized assistance with various aspects of their writing, such as outlining, structuring, evaluating clarity, and identifying stylistic and grammatical errors. The writing appointments are not proofreading sessions; they are designed to help students learn to evaluate and improve their own writing. Appointments are 40 minutes long except during periods of highest demand when they are 30 minutes long. Appointments are held in the GCAC Writing Centre. To book an appointment, please visit https://awc.wdw.utoronto.ca. Students whose departments have their own Writing Centres will be automatically redirected there.

LISTSERV
The GCAC Listserv is a broadcast list used to make weekly announcements about workshops being held that week, registration dates for courses, course schedules, opening and closing dates of the writing centre, and guest lectures being given by GCAC faculty. It is not a discussion list, and only one message is sent per week. To subscribe to the list, send an e-mail message to listserv@gcac-l.utoronto.ca (upper or lower case is acceptable). In the BODY of the message type a command of the form: subscribe gcac-l firstname lastname.

TWITTER
Get regular updates on GCAC via our Twitter feed at http://twitter.com/UofTGCAC and on our homepage at www.sgs.utoronto.ca/gcac.