



## UCAR ESL Writing Workshop: Improving Your Writing (Part II)

10:00-11:30am, 18 April 2013, FL2-1003

by Dr. Laurie Albright ([laurie.a.albright@gmail.com](mailto:laurie.a.albright@gmail.com), 303 499-1854) and Dr. Theresa Noland ([tknoland@comcast.net](mailto:tknoland@comcast.net), 303 499-5966) \*

High quality writing is an indication of clear thinking and attention to detail. Readers make judgements about the entirety of the written work based on simple mistakes or sloppy writing, perhaps unfairly. For this reason, it's critical that all submitted writing be of the highest caliber.

A second session will be based on suggestions from the participants in the first session. The topics such as "how to write a paper", "how to use the 'mini' words such as a, an, and the", and "How will I ever get these d\*\*n prepositions figured out?" will be addressed. The importance of clarity, conciseness, completeness, correctness, and courtesy (or tone) will be discussed again.

It is not necessary to have attended the first workshop in order to attend the second one. Please send the presenters a short (2 paragraphs to one page) sample of your writing (unedited, mistakes and all) by Tuesday, April 16, so they can use real-life examples from the group for analysis and teaching. Even if you can't send them a writing sample, please come anyway. Please contact either presenter before the class if you have questions or requests.

To make sure that we have a proper room for all participants, please email Jielun Sun ([jsun@ucar.edu](mailto:jsun@ucar.edu)) if you plan to participate in this workshop.

\* The presenters have edited the written work of Ph.D. students, professional scientists, university professors, and high-level politicians. Projects have included grant proposals of over a million dollars, Ph.D. theses, not-for-profit annual reports, and articles published in professional journals in areas including atmospheric science, computer science, nursing, health communication, unlicensed health care workers, music analysis, and biology. Theresa is a retired K-12 and university educator and Laurie is a retired law school administrator who has helped hundreds of law students prepare successful proposals and employment documents. Together they have helped dozens of writers become "Successful Writers" through their company, "Finish Your Damn Dissertation."

## UCAR ESL Writing Workshop: Improving Your Writing

10:00-11:30am, 11 April 2013, FL2-1003

by Dr. Laurie Albright & Dr. Theresa Noland \*

High quality writing is an indication of clear thinking and attention to detail. Readers make judgements about the entirety of the written work based on simple mistakes or sloppy writing, perhaps unfairly. For this reason, it's critical that all submitted writing be of the highest caliber.

In this interactive workshop, we will analyze some sample writings from the NCAR ESL staff by focusing on the clarity of sentences. Meanwhile, we will touch on the subjects on the top of the interested topics from previous surveys of NCAR ESL staff, such as the correct usage of prepositions, articles, verb tenses, frequently misused words, and tips on the key words that indicate the temporal, spatial or logical relationship of its object to the rest of a sentence.

Please send us a short (2 paragraphs to one page) sample of your writing (unedited, mistakes and all) by Monday, April 8, so we can use real-life examples from the group for analysis and teaching. Even if you can't send us a writing sample, please come anyway. Please contact either of us before the class if you have questions or requests. We look forward to working with you.

To make sure that we have a proper room for all participants, please email Jielun Sun ([jsun@ucar.edu](mailto:jsun@ucar.edu)) if you plan to participate in this workshop.

\* The presenters have edited the written work of Ph.D. students, professional scientists, university professors, and high-level politicians. Projects have included grant proposals of over a million dollars, Ph.D. theses, not-for-profit annual reports, and articles published in professional journals in areas including atmospheric science, computer science, nursing, health communication, unlicensed health care workers, music analysis, and biology. Theresa is a retired K-12 and university educator and Laurie is a retired law school administrator who has helped hundreds of law students prepare successful proposals and employment documents. Together they have helped dozens of writers become "Successful Writers" through their company, "Finish Your Damn Dissertation."

Sir Winston Churchill: "Ending a sentence with a preposition is something up with which I will not put."

## CU Academic Writing Class

UCAR ESL (English as a Second Language) Program, working with International English Center (IEC) at CU Boulder, provides an opportunity for four staff members, particularly non-native English speakers, to attend the course 'ESLG 1210 Academic Writing for Foreign Students' at IEC (<http://iec.colorado.edu/programs/eslg/course-info>). The class offers writing instruction and practice at different levels depending on individual's English placement test. The course meets for 3 hours weekly on Wednesday evening, starting on Sept. 12 and running through Nov. 14, 2012. A placement test for the course will take place on Aug. 23, 3:00-5:00pm. For those who are interested in this opportunity, please contact Jielun Sun at [jsun@ucar.edu](mailto:jsun@ucar.edu)

## Learn How to Use Articles in English Writing by Watching How Native English Speakers Do It

June 26, Noon-1:30pm, FL2-1022

Have you ever had the experience that your colleagues seem to "randomly" add and delete articles in your writings? Have you ever wondered whether other native English speakers agree with each other where to use articles in your writings? We are conducting a human experiment to find out.

Two short papers with all articles have been removed are given to some native English speakers. A team of the ESL staff will collect the two papers with articles filled back in from those native speakers. We will conduct a study on how much they agree prior to the event. During this event, we will go through the two papers, analyze how and why those speakers use articles, and listen to their explanations.

Will the experts contradict each other? Or your own educated opinion? Come and join in what may become a lively debate that will build your skill in understanding the rules for using articles and your confidence as a communicator of scientific English.

**CLEAR TALK 12-STEP TRAINING PROGRAM, ( [Level-1\./.././.././.././.././download/attachments/52003891/ClearTalkLevelOne-ByAntoniaJ-2011.doc?version=1&modificationDate=1296801820000](#), [Level-2\./.././.././.././.././download/attachments/52003891/ClearTalkLevelTwo-ByAntoniaJ-2011.doc?version=1&modificationDate=1296801834000](#), and [Level-3\./.././.././.././.././download/attachments/52003891/ClearTalkLevelThree-ByAntoniaJ-2011.doc?version=1&modificationDate=1296801848000](#))**

(Take a look at Clear Talk Mastery on YouTube [here](#))

To register for any level of the Clear Talk Training Program, visit the Staff Development Catalog via Connect: <https://www.fin.ucar.edu/hrisConnect/employee.&nbsp>; Log in using your UCAS (time card log in/password). Click Training & Education tab on top of page, click Staff Development Catalog, search by class, click details and enroll. For more information, contact Cheryl Cristanelli, x8708, [cherylc@ucar.edu](mailto:cherylc@ucar.edu).

(Friday) 16 March 2012, FL1, 1001, noon-1:00pm

Dr. Johnson will describe the new Clear Talk program to improve English speaking communication and the exciting innovations for 2012. Bring your questions! Questions and answers are high priority!

(Tuesday) 6 September 2011, noon-1:00pm. FL2 1003.

Thursday, June 10, 2010  
11:30 a.m.-1:00 p.m.  
FL1 EOL Atrium  
Presenter: Dr. Antonia Johnson (<http://www.cleartalkcommunication.com/>)

People can tell the difference between a mediocre and a good to great presentation. They know it has something to do with how well they can understand the words and speech sounds of the person, whether they feel the presenter was confident and credible, and whether they could remember the content of the presentation accurately. And professionals know that those same characteristics are true for people talking in meetings or in conversation. But what characteristics matter most? These are the ones Dr. Antonia L. Johnson's workshop will target. She will begin with a short review and guided direct deliberate practice of the 9 most difficult consonants and the 8 most difficult vowels. Then using interactive discussion, she will cover the most important characteristics of effective formal presentations and informal or impromptu presentations in meetings. Also, she will answer three questions that technical professionals often have to deal with: What is crucial in your manner of delivery for your presentation? What are the three most important nonverbal behaviors you can do to increase the effectiveness of your presentation and make it memorable? And what changes a pretty good presentation into a great presentation?

We encourage you to register in the Staff Development Catalog via Connect: <https://www.fin.ucar.edu/hrisConnect/employee>, but walk-ins are welcome if you run out of time to register. Log in using your UCAS (time card log in/password). Click Training & Education tab on top of page, click Staff Development Catalog, search for "Top Presentation Strategies for ESL Presenters (L/L seminar) Com44", click details, scroll up, and enroll. For more information on the registration, contact Cheryl Cristanelli, x8708, [cherylc@ucar.edu](mailto:cherylc@ucar.edu).

## Effective Writing Strategies for ESL Writers---Which or That? On or With? A or An? Ten or 10?

Tuesday, May 11, 2010

9:00 a.m.-12:00 p.m.

FL2-1003

Presenter: Alice Levine (<http://www.alicelevine-editorial.com/>)

This powerful workshop is designed to help and enhance your professional writing skills. The session focuses on four topics: articles, prepositions, numbers, and relative pronouns with a special emphasis on some of the concerns unique to ESL writers.

The workshop is open to all staff, and registration is requested. To enroll, visit the Staff Development Catalog via Connect: <https://www.fin.ucar.edu/hrisConnect/employee>. Log in using your UCAS (time card log in/password), click Training & Education tab on top of page, click Staff Development Catalog, search for Effective Writing Strategies for ESL Writers (COM43), click details, scroll up, and enroll. For visitors without Connect access, please email enrollment requests to Betty Singleton ([betty@ucar.edu](mailto:betty@ucar.edu)). For more questions or further information, contact Cheryl Cristanelli, x 8708, [cherylc@ucar.edu](mailto:cherylc@ucar.edu).

Alice Levine includes scientific, technical, and professional organizations as well as businesses and writers among her clients. She consults, conducts workshops, and lectures at a number of educational institutions.

## ESL Table Talk:

(Tuesday) 2 Aug. 2011, noon-1:00pm. FL Cafeteria. We will share the topics and ideas you have, and the articles the committee members bring in. It's a summer cheer; we hope you enjoy it.

TableTalk is a low-pressure way to practice English conversational skills, to form relationships with each other and with native speakers of English, and to have a good time. If English is your first language, come join us to get to know more of your colleagues from abroad.

We encourage individuals to take the opportunity to share a small talk with us. Topics can be anything interesting, personal or professional, or the history, culture, literacy of your country. If you have a small presentation to share with us, please contact Charlie Krinsky.

We will have professionals from local areas to share their professional knowledge with us. Hope participants will gain values and learn new vocabularies in this program.

## Writing Programs:

[CUT TO THE CHASE]: 12 STEPS TO A PUBLISHABLE WRITING STYLE FOR ESL WRITERS

Informational Overview Seminar Friday, February 11, 2011, 12:00-1:00 p.m. FL2-1001

Workshop Series February 18; March 4, 18, April 1, 15, 29; May 20, 2011, 10:00 a.m.-12:00 p.m. CG4-2020

Facilitator: Mary Golden, Certified ESL Instructor

## Clear Talk Mastery Programs: Level-1, Level-2, and Level-3

The 12-week courses at 3 skill levels use individual diagnostic assessment to coach individual participants.

Informational Overview Seminar Tuesday, February 15, 2011, 12:00-1:00 p.m. FL2-1001

Workshop Series Participants will schedule their individual lessons with Dr. Johnson. The time frame is from Feb. to Sept 30th, 2011

Facilitator: Dr. Antonia Johnson

## Clear Talk Mastery Program For ESL Speakers, Level 1 Schedule

Cost: \$250/pp

The Clear Talk Mastery Program is an English speaking communication/training program designed to improve pronunciation and intelligibility. The 12-week program includes individual diagnostic assessments. There is a lesson training module for each of the first 10 weeks. These will be offered in two forms, according to participant desire. A participant can choose either two-hr training modules for a small group, or one-hr training modules via Skype for individual instruction each week. A weekly group presentation workshop will be added for the last five weeks. Personalized coaching identifies and meets each learner's specific needs and goals. Target audience: ESL (English as a Second Language) speakers wishing to improve their English pronunciation, intelligibility, and presentations. Average speech intelligibility gain is 30% after completion of the 12-week program. Please visit [www.ClearTalkMastery.com](http://www.ClearTalkMastery.com) for more information.

## Tips from previous class participants

### Level 1 Schedule:

- [Lesson 1: Friday, September 24, 2010, 10:00 a.m.-12:00 p.m., CG1-2126](#)

**First Things First -or- Greet Your Old and New Tools:** From this session you will learn how to use 6 strategies for clear enunciation. In this session, you will demonstrate the physics of clear speech to achieve correct muscle placement and stiffness for accurate consonants. Also, by the end of this session you will be able to use your personalized instruction text, sound level meter, and MP3 speech sound practice files properly for best home practice.

- [Lesson 2: Friday, October 1, 2010, 10:00 a.m.-12:00 p.m., CG1-2126](#)

**The What and How for Long Vowels:** After you refine your consonant accuracy, you get correct muscles placement and movement for long vowels and rules for pronunciation. And you get the two keys to great skill mastery from scientific studies of what separates the pretty good from the world class performers.

- [Lesson 3: Friday, October 8, 2010, 10:00 a.m.-12:00 p.m., CG1-2126](#)

**Perfect Practice Makes Perfect:** Today you master the five short vowels and get the inside story of how you are growing your brain and learn the chemistry of perfect practice.

- [Lesson 4: Friday, October 15, 2010, 10:00 a.m.-12:00 p.m., CG1-2126](#)

**Hit the Hardest Harder:** Now you concentrate on more perfect pronunciation of the hardest vowels and consonants---get the stiffness, placement and movement. Now you focus on long sentences and multiple syllable words. And today you get more rules for pronunciation critical in daily life.

- [Lesson 5: Friday, October 22, 2010, 10:00 a.m.-12:00 p.m., CG1-2126](#)

**Go for the Gold:** Concentrate on all three tool sets of strategies, perfect pronunciation, and rules. Today, you get tips for voice inflection. And add the boost into 3 secrets of best presentations for your presentations in the next five weeks. Mid-course assessments are this week.

- [Lesson 6: Friday, October 29, 2010, 10:00 a.m.-12:00 p.m., CG1-2503](#)

**Who's Afraid of the Big...?:** You use the three speaking keys to master talking in large rooms, noisy places, and presentations. You do your first presentation this week.

- [Lesson 7: Friday, November 5, 2010, 10:00 a.m.-12:00 p.m., CG1-2126](#)

**Cut it to Pieces:** Now you get the eight secrets of syllable division and the rules for impossible vowels. The catchphrases for us today are "Perfect Practice" and "Self-Monitoring".

- [Lesson 8: Friday, November 12, 2010, 10:00 a.m.-12:00 p.m., FL3-2072](#)

**Go With the Flow:** Adapt your deliberate clear talk to what you need in the moment. Today you also get new vowels and diphthongs to tackle (and oh, those spellings!). Remember: Prior Practice Prevents Poor Performance... in your presentations!

- [Lesson 9: Friday, November 19, 2010, 10:00 a.m.-12:00 p.m., FL3-2072](#)

**You Can't Hide the Grammar That Everyone Notices:** You concentrate on perfect pronunciation for plurals and past tense. You are starting the home stretch. In other words, you've got one more instruction to build mastery delivery of the hardest consonants and vowels.

- [Lesson 10: Friday, December 3, 2010, 10:00 a.m.-12:00 p.m., FL3-2072](#)

**Fatal Errors and Secrets of the Best:** You are now approaching the finish line for most difficult sounds and critical rules for pronunciation. And in this last instruction of this course, you get the seven secrets of the best clear talkers.

- [Session 11: Friday, December 10, 2010, 10:00 a.m.-12:00 p.m., FL3-2072](#)

### Assessments

- [Session 12: Friday, December 17, 2010, 10:00 a.m.-12:00 p.m.](#)

### Individual Feedback on Your Intelligibility Tests

For more information, please contact Antonia Johnson, Ph.D., CCC-SLP at Center for Talk Mastery, Inc. and discuss your needs (303-818-4579; email: [ALJohnson@ClearTalkMastery.com](mailto:ALJohnson@ClearTalkMastery.com);

website: [www.cleartalkmastery.com](http://www.cleartalkmastery.com).

## Clear Talk Mastery Program For ESL Speakers, Level 2 Schedule

Cost: \$250/pp

The Clear Talk Mastery Program Level 2 is a total communication course for ESL (English as a Second Language) people who have completed the Level One course. The textbook is customized for each person based on their own speech assessment results. Top goal in this English speaking communication /training program is long lasting efficient improvement by using principles of human brain and muscle learning. Goals include mastering multiple syllable word intelligibility, English inflection, the 6 most important grammar rules for writing and speaking (aka, the naked grammar rules), and best strategies for presentations and satisfying conversations. The 12-week program includes individual diagnostic assessments. The program will be offered in 10 weekly, one-hr training modules via Skype for one on one instruction and a weekly group presentation & conversation workshop for all participants. Personalized coaching covers each learner's specific needs and goals. Expected outcomes for word and speech intelligibility are 5-10% above Level One scores, 70% multiple syllable word intelligibility and voice inflection, use of intentional careful clear English between 80% and 100% and mastery of 5 new presentation strategies. ([www.ClearTalkMastery.com](http://www.ClearTalkMastery.com)).

- [Lesson 1: Friday, September 24, 2010, 1:00 p.m.-2:30 p.m., CG1-2126](#)

#### **Begin the Begin:**

From this lesson you will get precise positioning and movement of your speech muscles. You will plan your home training. By the end of the session, you will use the 8 critical syllable division rules, and find the patterns for four word families. You will start your systematic pronunciation practice for the Naked Grammar Rules .

- [Lesson 2: Friday, October 1, 2010, 1:00 p.m.-2:30 p.m., CG1-2126](#)

#### **How to Get Friends and Influence People:**

After you retrain your speech sound accuracy, you begin syllable accent stress to distinguish the noun from the verb for the same word. You learn the core skill for voice inflection---the foundation for making your speech so pleasant that people want to talk to you.

- [Lesson 3: Friday, October 8, 2010, 1:00 p.m.-2:30 p.m., CG1-2126](#)

**It's all Latin and Greek to Me** Today you learn the 70-30 Rule for English. You also get the root vocabulary for grammar, and the potholes to avoid for voice inflection. You focus on credibility and presentation of self for conversation and presentations.

- [Lesson 4: Friday, October 15, 2010, 1:00 p.m.-2:30 p.m., FL11-2133](#)

**Don't be Caught Naked in Boulder:** What ARE the most important grammar rules for speaking and writing? Also, you will learn and practice what the experts say makes for a satisfying conversation. You concentrate today on the rationale and the rule for suffixes and syllable accent stress. Pronunciation focuses on slow and fast twitch muscles. Now we dive into key skills for presentations.

- [Lesson 5: Friday, October 22, 2010, 1:00 p.m.-2:30 p.m., FL1-2133](#)

#### **Make it Sticky:**

Adopt tactics to make your presentations memorable. You will learn what separates the pretty good from the great presenters. Today get the second level rules for the vowels. Get the easy way to make names sound right with syllable accent stress. Now learn why you should bother do voice inflection for conversation and presentation.

- [Lesson 6: Friday, October 29, 2010, 1:00 p.m.-2:30 p.m., FL1-2133](#)

#### **The Family that Plays Together, Stays Together:**

Learn about the word-family famous "a". Golden rules today for consonant and vowel rules of spelling and pronunciation. The "Americans like to be first" trick to remembering syllable accent stress rules. Today, get the first lesson on how to choose what to emphasize for voice inflection.

Red alert: It IS the pause that refreshes for presentations and conversation.

- [Lesson 7: Friday, November 5, 2010, 1:00 p.m.-2:30 p.m., FL1-2133](#)

#### **It Really is Logical:**

Today you will put the rules together in a rational manner for word families and syllable accent and voice inflection. Positioning is Everything. The spice is our focus for presentations and conversation.

- [Lesson 8: Friday, November 12, 2010, 1:00 p.m.-2:30 p.m., FL3-2072](#)

**Those Pesky Errors:** Now you will concentrate on high frequency speech sound errors for everyone. Do presentations with SUCCESs (Simple, Unexpected, Concrete, Credible, Emotional, Stories)

- [Lesson 9: Friday, November 19, 2010, 1:00 p.m.-2:30 p.m., FL3-2072](#)

#### **Back to the Core Skills:**

Finally you will see how the foundation skills are applied to multiple syllable words for pronunciation and syllable accent. You will check out the most important grammar pronunciations.

- [Lesson 10: Friday, December 3, 2010, 1:00 p.m.-2:30 p.m., FL3-2072](#)

#### **Twice Loud, Twice Stiff, Twice Slow & Other Brain Catch Phrases.**

Remember what Robert Maynard Hutchins once said: The object of education is to prepare learners to educate themselves throughout their lives.

- [Session 11: Friday, December 10, 2010, 1:00 p.m.-2:30 p.m., FL3-2072](#)

**Assessments this week.**

- [Session 12: Friday, December 17, 2010, 1:00 p.m.-2:30 p.m.](#),

**Individual Feedback on Your Intelligibility Tests**

For more information, please contact Antonia Johnson, Ph.D., CCC-SLP at Clear Talk Mastery, Inc. and discuss your needs (303-818-4579; email: [ALJohnson@cleartalkmastery.com](mailto:ALJohnson@cleartalkmastery.com);

website: [www.cleartalkmastery.com](http://www.cleartalkmastery.com).

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