

Writing for Self Promotion

This workshop will discuss the personal statement. This is something you had to write as part of your application to Georgetown Law Center, and it is a piece of writing that is increasingly required by employers, particularly in the non-profit and government sectors. Since a personal statement forces the writer to think about audience, goals, and achievements, it can serve as the basis for many other pieces of self-promotional writing such as cover letters and CV's. The goal of this workshop is to provide an opportunity for self-promotional writing in a non-threatening environment. Participants are encouraged to compose a follow-up personal statement after the first session.

Location: Hotung 1000

Dates and Times: First session: Tuesday, September 18, 9-11 a.m.

Second Session: Thursday, September 27, 9-11 a.m.

Maximum number of participants: No restrictions. However, only participants who submit a personal statement by 9 p.m. Friday, September 21 may attend the session on September 27.

How to register: Send an e-mail to pkc24@law.georgetown.edu to confirm your attendance.

Presentation Skills

Design and delivery of successful presentations will be at the core of this session.

Students will work on all areas of preparing a presentation; this will include brainstorming topics, thinking about audience, organization of material and the use of different strategies for delivery (i.e. body language, enunciation and other challenges faced by non-native speakers of English).

In the second half of the session (Thursday), students who have prepared a presentation will have a chance to fine-tune their product. Taping can be arranged.

Location: Hotung 1000

Dates and Times: Tuesday, October 2 and Thursday, October 4, 9-11 a.m.

Maximum number of participants: 12

How to register: A message will be sent out two weeks in advance of this event.

Interested students can then sign up electronically and will be admitted until the workshop is filled.

Finding Your Voice in Legal Analysis

One danger many law students face is overquoting authority. For international students this danger is even more pronounced because they may feel at a loss for words that adequately and elegantly describe the meaning of the original. However, using the exact words of others throughout a legal document often adds to a “choppy” style and silences the voice of the author. In this workshop, students will practice when to paraphrase original passages and when to use quotations.

The second half of the session will give students a cursory overview of citation in legal writing, distinguish between citation sentences and clauses, introductory signals, full and short form citation and pinpoint citation. Citation exercises will complement the introductory lecture.

Location: Hotung 1000

Dates and Times: Thursday, October 11, 9-11 a.m.

Maximum number of participants: 15

How to register: A message will be sent out two weeks in advance of this event.

Interested students can then sign up electronically and will be admitted until the workshop is filled.

Introduction to Scholarly Writing

Intended for students who will be writing seminar papers during the fall semester. The workshops will give students the opportunity to analyze sample scholarly papers in order to prepare them to write their own. Topics will include the following: choosing a topic; constructing a thesis; organizing a seminar paper; publishing in a U.S. law review.

Location: Hotung 1000

Dates and Times: Thursday, October 18

Maximum number of participants: 15

How to register: A message will be sent out two weeks in advance of this event.

Interested students can then sign up electronically and will be admitted until the workshop is filled.

Outlining

It is time to re-arrange your lecture and reading notes into an organized overview of the legal subject you are studying. Come and find out how to synthesize your notes into a great study tool for your final exams and a good reference for future use.

Location: Hotung 1000

Dates and Times: Tuesday, October 16 and (Repeat Session) Thursday, October 18, 9-11 a.m.

Maximum number of participants: No restrictions

How to register: Send an e-mail to cgle@law.georgetown.edu

You will not receive a confirmation, but we need you to e-mail us, so we know how many participants we will have.

Expressing Yourself Succinctly

This workshop will give students an overview of the strategies they can use to make their writing more concise. Cutting unnecessary use of *that* and *who* clauses, using active rather than passive constructions and avoiding the overuse of nominalizations are just some of the strategies addressed.

Location: Hotung 1000

Dates and Times: Tuesday, October 23 and (Repeat session) Thursday, October 25, 9-10 a.m.

Maximum number of participants: 15

How to register: Send an e-mail to cgle@law.georgetown.edu

You will receive a confirmation if you are among the first 15 students to contact us.

Note: This workshop will be held one week earlier than originally announced on this website.

Exam Taking Strategies

It is getting closer to exams, and you are starting to feel a bit overwhelmed.

This workshop will help you understand how to prepare for your law school exams.

Topics discussed:

- Study aides- commercial outlines
- Notes and personal outlines
- Previous law-school exams
- Clues from your professor
- Time management as well as stress reduction techniques
- Study groups

Location: Hotung 1000

Dates and Times: Tuesday, November 13 and
(Repeat Session) Thursday, November 15, 9-10 a.m.

Maximum number of participants: No restrictions

How to register: Send an e-mail to cgle@law.georgetown.edu

You will not receive a confirmation, but we need you to e-mail us, so we know how many participants we will have.

Fine Points of Grammar in Legal English

This workshop will give an in-depth description and review of commonly used grammar rules and their use and abuse in legal writing. Extensive practice and discussion will be offered throughout the second part of the workshop.

The following topics may be presented:

- Dependent and independent clauses
- Subject-verb agreement
- Sentence connectors and transitions

- Restrictive and non-restrictive use of relative clauses
- Fragments, run-on sentences, dangling modifiers

Don't be scared by the fancy names. Come and join, and you will find out how to avoid mistakes even native speakers of the language make.

Send in a sample of your writing before class, and you will receive a grammar analysis and recommendations for further study.

Location: Hotung 1000.

Dates and Times: Tuesday, November 6 and (Repeat Session) Thursday, November 8, 9-11 a.m.

Maximum number of participants: 15.

How to register: Send an e-mail to cgle@law.georgetown.edu.

You will receive a confirmation if you are among the first 15 students to contact us.