

# Academic Skills Workshop Request Form

Palmdale Campus/ Summer 2011

Please check the date availability and topic list

Allow three days to schedule

Date	Time	Topic	Person(s) requesting	How to Contact	Comments

Dates available: Mondays and Wednesdays from 9:30 am to 3:30 pm; Tuesdays and Thursdays from 11:00 am until 5:00 pm

Topics:

Improving your Memory	Using Your Textbook Efficiently	Getting Rid of Comma Splices and Run ons
Textbook Study-reading	Preparing for and Taking Exams	Commas Made Easy
Assessing and Using Your Learning Style	Documenting a Term Paper	Methods of Developing a Paper
Evaluating your Study Behaviors	Thesis statements / Topic Sentences	The Structure of an Essay
Train Your Brain	How to Write a Research Paper	Verb Tenses and Agreement
Note taking and Note Making	The Writing Process	Pronoun/Antecedent Agreement
Test Anxiety	Revising, Editing, and Proofreading	Making Your Ideas Connect