

Handle-gram

Schedule Changes

The office will be closed from June 29 through July 5. Summer hours begin on Tuesday, July 6. Programs will retain the same meeting days, with one exception. Please note that beginning in July, the Communication Skills Program will meet only once a week, on Thursdays ONLY. Students will still receive the same amount of instructional time per week.

I will include a study skills and time management component for any interested students. Students will learn a study skills method, active reading strategies, schedule maintenance, and other skills that will help them to start the academic year off with confidence. Summer is a great time to learn!

Test Preparation:

Tuesdays 3:00-7:00

Essential Skills(math & reading)

Wednesdays 3:00-6:00

Saturdays 10:00-1:00

Communication Skills

Thursdays 3:00-6:00

Writing Skills

Let me preface my remarks by admitting that I am, by both profession and temperament, a grammarian. Perhaps to the annoyance of some, I have gone so far as to suggest that the management of a supermarket change the sign over the express line from “10 items or less,” to “10 items or fewer.” I am sensitive to the nuances of the language, sometimes to my own detriment, as hearing a friend say “I feel badly,” sounds like the proverbial nails on a chalkboard to me. Having admitted that, I can go forth to explain why excellent writing skills can contribute to success in school, in business, and in life.

According to guidelines from Marquette University, “Writing is the primary basis upon which your work, your learning, and your intellect will be judged—in college, in the workplace, and in the community.” Marquette credits both Brown University and the University of Missouri when providing specifics. I agree with each of the points listed below:

- Writing expresses who you are as a person.
- Writing is portable and permanent. It makes your thinking visible.
- Writing helps you move easily among facts, inferences, and opinions without getting confused—and without confusing your reader.

As with anything worth doing well, writing takes practice. Writers must understand the mechanics of writing: those include grammar, punctuation, and spelling. The ability to phrase thoughts well comes with the ability to discriminate between parts of speech, sentence length and variety, and effective punctuation.

[Read my blog for the entire text of the article:](#)

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