To: Whittier Law School Students and Faculty

From: Professor Jacquelyn Gentry, Whittier Law School Writing Advisor

Re: Services Available

Date: Spring 2006

__________________________________________________________________

Students may come to see the Writing Advisor for help with writing problems during the office hours noted on the next page of this memo. Students are welcome to come on their own, or faculty may refer students for individualized or small group instruction to improve writing skills.

Students may come any time during the office hours listed, as well as make an appointment for a specific time during scheduled office hours. The Institute for Legal Writing and Professional Skills intends these services to complement the instruction already offered through the writing courses and provide students another resource to improve their writing skills.

Please understand, however, that the Writing Advisor will not assist with specific writing assignments for Legal Skills classes, which must be each student’s own individual work. Writing assistance on Legal Skills assignments is available only from the student’s own professor or teaching assistant. Assistance with any other writing assigned by another professor will be available only with the written permission of the professor who assigned the writing.

In addition to extensive office hours, the Writing Advisor will hold weekly workshops on specific writing subjects, as listed on the schedule on the next page of this memo. To attend a workshop, students should sign up on the sheet on Professor Gentry’s office door, or send an e-mail requesting to be signed up. Additional workshops may be offered upon request.

Contact information for Professor Gentry follows.

OFFICE: 246
TELEPHONE: (714) 444-4141, ext. 246
E-MAIL: jacquelyng@law.whittier.edu
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Available by voice mail and e-mail</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00 a.m.-12:00 noon, 2:00-5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00 a.m.-12:00 noon, 1:00-2:00 p.m.</td>
<td>Workshop—4:30-5:30 p.m. in Moot Court A</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00 a.m.-12:00 noon, 2:00-5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Available by voice mail and e-mail</td>
<td></td>
</tr>
</tbody>
</table>

Please note: Office hours 9-10:00 a.m. and 4-5:00 p.m. are by appointment only. You may come in during office hours or set a specific appointment via e-mail, jacquelyng@law.whittier.edu. (Occasionally times may have to be altered because of other commitments. If so, changes will be posted on TWEN and on Professor Gentry’s office door.) Writing Workshops will be held on Wednesdays, 4:30-5:30 p.m. in Moot Court A. You must sign up for the workshop in advance to be sure of attendance because of space limitations. The workshop schedule follows below.

Wednesday, January 18 | Basic ALWD Citation Concepts
Wednesday, January 25 | Overcoming Problems with Subjects and Verbs and Writing Statements of the Issue
Wednesday, February 1 | Overcoming Problems with Punctuation
Wednesday, February 8 | Using IRAC Effectively and Outlining for Effective Organization
Wednesday, February 15 | Overcoming Problems with Pronouns
Wednesday, February 22 | Overcoming Problems with Plurals and Possessives and Writing the Statement of the Case
Wednesday, March 1 | Appropriate Use of Passive Voice, Avoiding Nominalization, and Appellate Brief Q & A
Wednesday, March 8 | Using Words Appropriately and Precisely
Wednesday, March 15 | Spring Break—No workshop this week
Wednesday, March 22 | Effective Sentence Structure
Wednesday, March 29 | Effective Paragraph Structure and Oral Argument Q & A
Wednesday, April 5 | ALWD Citation Review
Wednesday, April 12 | Effective Revision and Editing
Wednesday, April 19 | Exam Skills