



# Graduate Centre for Academic Communication

School of Graduate Studies

FALL 2024  
COURSE SCHEDULE

The Graduate Centre for Academic Communication (GCAC) offers five types of instruction designed to target the needs of both native and non-native speakers of English: **non-credit courses**, **single-session workshops**, **individual writing consultations**, **boot camps**, and **website resources**. All our programs are free and open to graduate students at the U of T. Courses and workshops require registration, and consultations require an appointment. The resources page of our website provides links to useful online material related to academic writing and speaking. For further information, please visit our website at <https://www.sgs.utoronto.ca/resources-supports/gcac>.

## Courses

The courses listed below require online registration. Course descriptions and registration instructions can be found on our website. GCAC has five course sessions per year, starting in September, October, January, February, and May. Students may take a maximum of 2 courses in each session. **Students who enroll in more than 2 courses per session will be removed from all courses. Since our courses are in very heavy demand, we ask that you register only if you are certain you can attend the entire course. Please note:** All sections of a course cover the same material at the same level. Course sections differ only in the dates on which the course is run. **Divisional breakdown is as follows:** Division 1 – Humanities, Division 2 – Social Sciences, Division 3 – Physical Sciences, and Division 4 – Life Sciences. Synchronous courses will not be recorded, so attendance at the time of weekly classes is mandatory.

**SEPTEMBER COURSES: REGISTRATION OPENS ON TUESDAY, AUGUST 20<sup>TH</sup> AT 10:00 A.M.**

| COURSE   |                     | DAY AND TIME      | DURATION        | DELIVERY           |
|--|---------------------|-------------------|-----------------|--------------------|
| <b>RESEARCH AND GRANT-WRITING COURSES</b>                                      |                     |                   |                 |                    |
| Navigating the Publishing Process  | (5 weeks) Section 1 | Wed 10am – 12pm   | Sep 18 – Oct 16 | Synchronous Online |
| Prewriting Strategies for Developing and Organizing Your Ideas (All Divisions) | (4 weeks) Section 1 | Wed 4pm – 6pm     | Sep 18 – Oct 9  | In-Person          |
| Writing Master’s SSHRC Proposals (October course with early registration)      | (3 weeks) Section 1 | Thurs 10am – 12pm | Oct 10 – Oct 24 | Synchronous Online |
| <b>ACADEMIC WRITING COURSES</b>  |                     |                   |                 |                    |
| Graduate Writing 1: Establishing Your Foundation                               | (5 weeks) Section 1 | Wed 2pm – 4pm     | Sep 11 – Oct 9  | Synchronous Online |
|  | (5 weeks) Section 2 | Thurs 10am – 12pm | Sep 12 – Oct 10 | Synchronous Online |
|  | (5 weeks) Section 3 | Fri 10am – 12pm   | Sep 13 – Oct 11 | Synchronous Online |
|  | (5 weeks) Section 4 | Tue 11am – 1pm    | Sep 17 – Oct 15 | In-Person          |
|  | (5 weeks) Section 5 | Wed 10am – 12pm   | Sep 18 – Oct 16 | Synchronous Online |
| Graduate Writing 2: Deepening Your Expertise                                   | (5 weeks) Section 6 | Fri 1pm – 3pm     | Sep 20 – Oct 18 | In-Person          |
|  | (5 weeks) Section 1 | Tue 1pm – 3pm     | Sep 17 – Oct 15 | Synchronous Online |
| <b>ORAL COMMUNICATION COURSES</b>  |                     |                   |                 |                    |
| Academic Conversation Skills   | (6 weeks) Section 1 | Tue 10am – 12pm   | Sep 10 – Oct 15 | Synchronous Online |
|  | (6 weeks) Section 2 | Mon 3pm – 5pm     | Sep 9 – Oct 21* | In-Person          |
|  | (6 weeks) Section 3 | Fri 10am – 12pm   | Sep 13 – Oct 18 | In-Person          |
| Oral Presentation Skills   | (6 weeks) Section 1 | Wed 5pm – 7pm     | Sep 11 – Oct 16 | In-Person          |
|  | (6 weeks) Section 2 | Fri 10am – 12pm   | Sep 13 – Oct 18 | Synchronous Online |
|  | (6 weeks) Section 3 | Tue 4pm – 6pm     | Sep 17 – Oct 22 | In-Person          |

\*ACS Section 2 will skip Oct 14 for Thanksgiving.

**OCTOBER COURSES: REGISTRATION OPENS ON TUESDAY, OCTOBER 1<sup>ST</sup> AT 10:00 A.M.**

| COURSE  |                     | DAY AND TIME      | DURATION        | DELIVERY           |
|---|---------------------|-------------------|-----------------|--------------------|
| <b>RESEARCH AND GRANT-WRITING COURSES</b>                                       |                     |                   |                 |                    |
| Understanding the Research Article: Reading Towards Writing (Divisions 3 and 4) | (5 weeks) Section 1 | Fri 10am – 12pm   | Oct 25 – Nov 22 | Synchronous Online |
| Writing Master’s SSHRC Proposals (registration opens in August)                 | (3 weeks) Section 1 | Thurs 10am – 12pm | Oct 10 – Oct 24 | Synchronous Online |
| <b>ACADEMIC WRITING COURSES</b>   |                     |                   |                 |                    |
| Graduate Writing 1: Establishing Your Foundation                                | (5 weeks) Section 7 | Tue 1pm – 3pm     | Oct 29 – Nov 26 | Synchronous Online |
|   | (5 weeks) Section 8 | Wed 10am – 12pm   | Oct 30 – Nov 27 | Synchronous Online |
| Graduate Writing 2: Deepening Your Expertise                                    | (5 weeks) Section 2 | Mon 1pm – 3pm     | Oct 28 – Nov 25 | Synchronous Online |
|   | (5 weeks) Section 3 | Tue 11am – 1pm    | Oct 29 – Nov 26 | In-Person          |
| <b>ORAL COMMUNICATION COURSES</b>   |                     |                   |                 |                    |
| Academic Conversation Skills  | (6 weeks) Section 4 | Wed 2pm – 4pm     | Oct 23 – Nov 27 | Synchronous Online |
|   | (6 weeks) Section 5 | Fri 10am – 12pm   | Oct 25 – Nov 29 | In-Person          |
|   | (6 weeks) Section 4 | Thurs 5pm – 7pm   | Oct 24 – Nov 28 | In-Person          |
| Oral Presentation Skills  | (6 weeks) Section 5 | Fri 1pm – 3pm     | Oct 25 – Nov 29 | In-Person          |
|   | (6 weeks) Section 6 | Tue 2pm – 4pm     | Oct 29 – Dec 3  | Synchronous Online |

## Writing Centre Consultations: 1-on-1 Appointments

One-on-one consultations are available for students who seek individualized assistance with various aspects of their writing, such as outlining, structuring, evaluating clarity, and identifying stylistic and grammatical errors. The writing appointments are not proofreading sessions; they are designed to help students learn to evaluate and improve their own writing. Appointments are 40 minutes long and are held either online or in the GCAC Writing Centre (Room MR108, 1st Floor, 12 Queen’s Park Crescent West). Students may book up to 5 appointments per term.

To book an appointment, please visit <https://utorontogc.mywconline.com>. Information about other U of T writing centres can be found at <https://writing.utoronto.ca/writing-centres>.



**Synchronous Online Workshops (All 4pm – 5.30pm ET)**

Registration is required for [synchronous workshops](#). Each member of the U of T community is welcome to attend as many workshops as they wish.

| LIVE WORKSHOPS SERIES                               | DATE   | TITLE  | INSTRUCTOR                     |
|---|--------|--|--------------------------------|
| Grant-Writing                                       | Sep 9  | Writing CIHR Proposals   | Dr. Jane Freeman               |
|   | Sep 11 | Writing SSHRC Proposals  | Dr. Jane Freeman               |
| Academic Writing and Speaking in English Mondays    | Sep 16 | Improving Listening Comprehension in English                             | Dr. Adeiza Isiaka              |
|   | Sep 23 | Strategies for Clarifying English Pronunciation                          | Dr. Adeiza Isiaka              |
|   | Sep 30 | Critical Reading for Writing and Research                                | Rana Haidar                    |
|   | Oct 7  | Using Online Language Tools for Academic Writing                         | Elena Danilina                 |
| Developing and Pitching a Research Project Tuesdays | Sep 17 | Writing a Thesis or Grant Proposal                                       | Dr. Jane Freeman               |
|   | Sep 24 | Writing a Literature Review that Demonstrates the Need for your Research | Dr. Jane Freeman               |
|   | Oct 1  | Diagramming Strategies for Clarifying Your Thinking Before You Write     | Dr. Jane Freeman               |
| Getting Through Graduate Work: Thursday Series      | Sep 19 | AI and the Modern Scholar: ChatGPT for Academic Writing                  | Dr. Jane Freeman               |
|   | Sep 26 | An Introduction to Copilot and its Uses in Academic Writing              | Dr. Jane Freeman and Noah Khan |
|   | Oct 3  | Developing Effective Note-Taking Strategies                              | Dr. Jane Freeman               |
|   | Oct 10 | Writing Field Notes for Qualitative Research                             | Bradley Dunseith               |
|   | Oct 17 | Conducting Interviews in Social Science Research                         | Bradley Dunseith               |
|   | Oct 24 | Preparing for Archival Research  | Dr. Matt Jones                 |
| Getting Through Graduate Work: Tuesday Series       | Oct 8  | Telling a Clear Research Story in Academic Writing                       | Dr. Adeiza Isiaka              |
|   | Oct 15 | Formulating Focused Research Questions                                   | Dr. Jordana Lobo-Pires         |
|   | Oct 22 | Framing your Research Conceptually and Theoretically                     | Dr. Jordana Lobo-Pires         |
| Getting Through Graduate Work: Wednesday Series     | Oct 16 | Writing a Literature Review that Demonstrates the Need for your Research | Dr. Jane Freeman               |
|   | Oct 23 | AI and the Modern Scholar: ChatGPT for Academic Writing                  | Dr. Jane Freeman               |
| Oral Presentation Skills Wednesdays                 | Oct 30 | Improving Your Slide Design Part 1: Using PowerPoint Effectively         | Dr. Matt Jones                 |
|   | Nov 6  | Improving Your Slide Design Part 2: Using Canva Effectively              | Dr. Matt Jones                 |
|   | Nov 13 | Preparing for Your Dissertation Defense                                  | Dr. Jordana Lobo-Pires         |
| Getting Through Graduate Work: Monday Series        | Oct 21 | Finding Additional Granting Sources                                      | Dr. Jay Olson                  |
|   | Oct 28 | Writing an Ontario Graduate Scholarship (OGS) Plan of Study              | Dr. Fiona Coll                 |
|   | Nov 4  | Building a Better Relationship with Your Writing                         | Dr. Fiona Coll                 |
|   | Nov 11 | Balancing Multiple Writing Projects                                      | Dr. Fiona Coll                 |
|   | Nov 18 | Responding to Feedback on Your Writing                                   | Rana Haidar                    |

**Asynchronous Online Workshops**

Registration is required for [asynchronous workshops](#). Each member of the U of T community is welcome to attend as many workshops as they wish.

**Asynchronous online workshops** are available on demand for the entire term. Sample titles of some asynchronous workshops are below. For a full list of workshop topics and registration links, go to the GCAC website at <https://www.sgs.utoronto.ca/resources-supports/gcac/workshops/#asynchronous>.

Writing Effective Literature Reviews  
Preparing to Write a Grant Proposal  
Building Your Academic Vocabulary  
Giving Feedback on Student Writing

Communicating Research Beyond Academia  
Managing the Increased Attentional Demands of Graduate School  
Writing Titles and Abstracts  
Creating Accessible PowerPoint Presentations

**Listserv**

The GCAC Listserv is a broadcast list used to make weekly announcements about workshops, course registration dates and schedules, and operational dates of the Writing Centre. It is not a discussion list, and only one message is sent per week. **To subscribe to the list, send an email message to [listserv@listserv.utoronto.ca](mailto:listserv@listserv.utoronto.ca) (upper or lower case is acceptable). In the BODY of the message type a command of the form: subscribe gcac-l firstname lastname.**

**Scan the QR code to visit our website and follow us on Instagram for the latest news and announcements about our offerings!**



@gcacuft

