How to Survive “Online Written Communication”

By C.S. Nelson, Student Editor

Written Communications is a course that is a requirement for many students at WITC. Although students typically take it in the traditional classroom setting, the class is also offered online. The online class, which might seem easier to fit in around a busy schedule, may prove to be a bit more challenging to the student who requires the classroom-style of input and feedback to help guide them. However, if a student likes to work independently, this class can be just as rewarding and informative as any other.

Since I recently took the online course, I decided to share some things that helped me pass the class:

Start Early. In the busy, hectic life of today’s average student, writing a term paper or report is one of the last things that they want to do. When faced with a big weighty assignment such as a research paper, it is pretty easy to think of a million other things you would rather be doing. However, one of the best ways to prevent a lot of grief, headache and worry about a big assignment is to start early. You know what they say about the early bird that gets the worm, right?

Do What You Can, When You Can. Whenever you get some spare time on the computer, try to use a few minutes for research or note writing before doing anything else. Doing a little bit here and there adds up over time. If you do this often enough, you might be surprised how much you already have done by the time the deadline approaches.

Stuck? Freewrite What You Have Learned Already. There have been many times where I have found myself at a point where I do not know where to begin or am stuck with not knowing how to finish. The best way I get around this is to open up a Word document and start writing anything and everything I know about the subject that I wish to write about; then I print it off and read it. I don’t worry about sentence structure or grammar during this exercise because it is just something to put in front of me to help guide me in the writing process. This has helped get

(continued on pg. 2)
me “unstuck” because it kind of acts like the stretching exercises one does before a workout.

**Ask for Help.** If you aren’t sure that you are doing the assignment correctly, ask for help or guidance from your instructor. As much as I love writing, I still have to pause and ask for clarity when it comes to assignments.

**Written Communications:**

Everyone needs help on one occasion or another so don’t be afraid to ask!

**Positive Attitude and the Right Topic.**

Writing can be fun or it can be a chore; it all depends on how you look at it. If you choose a topic that interests you, you are more likely to devote more time and energy to writing your paper, even if writing isn’t your favorite subject. For example, there have been times that I have actually caught myself enjoying an assignment that I was previously dreading; it seems that once I accept that I need to do it and give it a chance, the task at hand doesn’t seem so bad after all.

I hope these tips help. If you need more help or have any questions about tutoring for Written Communications, you can get in touch with me via email or at the Student Success Center. Good luck!!!

---

**December Activity Calendar**

**Tuesday, Dec. 4, 12:30 p.m.**
**Ping Pong Tournament**
**Ping Pong Tables**
Come test your skills at ping-pong or watch your friends as they test theirs to win cool stuff!

**Thursday, Dec. 6, 12:30 p.m.**
**Chapter 6, A Capella Group**
Atrium
Grab your lunch and a chair and get ready for the show… These guys can sing!

**Thursday, Dec. 6, 5:30-8:30 p.m.**
**Winterfest**
**UWS Health and Wellness Center**
Plenty of fun for the whole family. Tons of things for children to do to gear up for the Holidays. See ya there!

**Monday, Dec. 10**
**Free Movie Night!**
**Superior 7 Theaters**
You pick the time and the movie! Just bring your student ID and the Student Senate pays the bill.

**Wednesday-Thursday, Dec. 12-13**
**Dance, Dance Revolution**
The Learning Resource Center
Watch for posters with details!

**Monday-Wednesday, Dec. 10-12, 10 a.m.-2 p.m.**
**FREE Holiday Treats Served!**
**Atrium**

**Thursday, Dec. 20, 7:00 p.m.**
**WITC Graduation**
Superior Middle School
Congratulations to all of this semesters’ grads!!!!!

---

**Win A $5 Lunch Express Coupon!!!**

**Create, Submit and...Eat For Free!**
Every issue, the editing staff will select a student contributor to receive a $5 Lunch Express Coupon. If your submission is thoughtful, witty, or completely awe-inspiring, you will have a chance to get some free grub for your hard work, courtesy of The Student Voice!

**What a better way to feed your face than to be rewarded for creativity???**

Make sure all submissions are in by the deadline, along with your personal info (name, program, and e-mail). Notifications of the winner will be in the next issue of the newsletter, so keep an eye out for your name after you submit!

**nelsoncs@students.witc.edu**
Interested in helping out with the newsletter? Wanting to test your talent as a columnist or have a photo you want to share? Email Hnelsoncs@students.witc.edu For more info!

Teacher and advisors: Do you have an announcement you want to make or something important you would like to remind the students about? Just send an email to Hnelsoncs@students.witc.edu and have your announcements put in the newsletter’s activity calendar, today!

Students And Faculty Reflect About the Year 2007 at WITC

Floyd Ferguson (Industrial Maintenance student) – “I love that WITC is very willing to work with non-traditional students, like myself.”

June Nyberg (Rosemaling Non-credit Instructor) – “Teaching has always been a delight; it has been as enriching for me as it has the students.”

Amanda Hellman (Administrative Assistant student) – “Well, I like WITC so much that I even work here. I am really excited about graduating my program this December, too!”

Adam Brisk (Librarian in the LRC) – “It’s been a wonderful year of new changes, new faces and even a new community. I feel really blessed to be a part of the educational equation at WITC.”

Bob Phiff (Industrial Maintenance student) – “I definitely appreciate the after-hours accessibility.”