In this workshop we want to cover as much as we can. Often, students will get hung up on proper formatting or proper citation and have trouble writing the paper. To get started get an idea on how comfortable they are with properly citing and with MLA formatting. Did their prior teachers have them using it? Are they more comfortable with one of the other forms of citation? What do they have trouble with? Do they just find it overly annoying?

- Start with proper MLA formatting. Give the students five minutes to properly format the first page of their paper on their own. Regroup at the end of the time and see what they have come up with. Format the first page according to their own instructions (you could have one of the students go to the board and do it while the other students instruct them.) Discuss and correct any mistakes or incorrect assumptions they’ve made.
- Move to citation. Start off discussing the works cited; do they have trouble with it? What do you include in the works cited?
- Ask for a list of types of sources they expect to have to cite. Discuss how familiar they are with citing these sources. Depending on the answer, you may simply give them the activity, or you may want to do more instruction before you give them exercise. Give them five to ten minutes to complete the worksheet. If you prefer, work with them as a group to create this works cited.
- Discuss the worksheet; have the students compare their works cited. Did they miss anything? What problems did they have?
- Ask if they have any questions. While answering them, direct them to the pocket style manual (if they haven’t bought it, it is available in the co-op), the Diana Hacker Website, and Owl Perdue. I’ve not included a handout besides their exercises because all of these sources exist, and they should learn how to use them.
- Now switch gears and discuss plagiarism. Do they know what unintended plagiarism is?
- If you have time left over, explain the difference between and annotated bibliography and the works cited; it is likely that at some point they will be required to write at least one annotated bibliography.
- Conclude the class by impressing the importance of proper citation and formatting!