



## **SUPPORTING DOCUMENTS**

### **3.2.2**

**NUMBER OF WORKSHOPS/SEMINARS CONDUCTED ON RESEARCH  
METHODOLOGY, INTELLECTUAL PROPERTY RIGHTS (IPR) AND  
ENTREPRENEURSHIP DURING THE YEAR**

## **WORKSHOP ON THE MLA-STYLE SHEET**

On the 14th and 15th of October 2022, the Department of English at St. Bede's College, Shimla, organised a workshop for their M.A. students on the MLA style sheet.

**Objective-**The workshop aimed to help the students understand the format and citing sources according to the MLA Handbook (9th edition). The workshop was conducted by the faculty, Ms Annette James.

**Session Overview:** Ms Annette James started the session by introducing the MLA style sheet and its importance in academic writing. She explained how the MLA Handbook, released by the Modern Language Association, helps researchers present their work in a standard and understandable design while allowing researchers to indulge in their research flexibly.

Ms James then focused on the format of academic writing and how to cite sources according to the MLA style sheet. She shared some examples of correct citations and how to make references to avoid plagiarism. She also explained the importance of acknowledging sources and the consequences of not doing so.

The students were given handouts with tips for following the style sheet and academic writing. They were then guided step-by-step to cite sources, make references, and format their academic assignments according to the MLA style sheet. The students were encouraged to adopt the format to write their assignments to prepare them well for research writing when pursuing further studies.

**Interactive Session:** After the presentation, the session was opened up for an interactive discussion, where students were encouraged to ask questions and share their views. The students asked various questions related to the MLA style sheet, citing sources, and the format of academic writing. Ms James answered the questions in detail and provided some valuable insights.

**Outcome:** The workshop was a great success, and the students benefited a lot from the insights shared by Ms James. The session was informative, interactive, and provided practical tips that students can use to improve their academic writing. Such workshops help students improve their academic writing skills and prepare them for research writing when pursuing further studies.



ST. BEDES COLLEGE  
DEPARTMENT  
OF ENGLISH  
PRESENTS

**Workshop**  
ON MLA STYLE SHEET

YOUR PARAGRAPH TEXT

**14TH OCTOBER & 15TH  
OCTOBER 2022**

*Brochure*



**MLA (Modern Language Association) Quick Notes**  
(Based on the MLA Handbook for Writers of Research Papers, 8th ed.)

*Formatting Guidelines*

- The margins of your document are to be one inch (1") on all sides.
- The text of the paper should be double-spaced throughout and typed using a legible font and font size (e.g. Times New Roman, 12 pt).
- Indent the beginning of each paragraph half inch (½"). This can be done by pressing the Tab Key once.

(Sample First Page)

Thomas |

Catherine Thomas

Dr. Isa Raja

M Phil Optional Course

12 July 2012

The State and its Ramifications: *Wale Soyinka's A Dance of the Forests*  
 and *King's Harvest*

This paper is a critical investigation of the African postcolonial political landscape and the socio dimensions of state power represented by Wale Soyinka in *A Dance of the Forests* and *King's Harvest*. The Prologue by Machiavelli was written as a

Create a header in the upper right-hand corner, ½ inch from the top. It must include your last name and the page number.

List your name, teacher's name, course title, and the date on the upper left-hand corner of the first page.

Centre the title and use standard capitalization. Do not underline, italicize or place it within quotation marks. Use quotation marks and/or italics when referring to other works in your title.

Double space between the title and the first line of the text.

*(Workshop on MLA-Style Sheet (14th and 15th October 2022))*



The Department of English  
St. Bede's College, Shimla

ATTENDANCE SHEET (2022-23)

Name of the activity: MLA Style Sheet Workshop

Organised by: Department of English

Date: October 14 and 15, 2022

No. of students participated: 19

Sl.No	Name	Signature
1.	Aayushi Setia	Aayushi Setia
2.	Aditi Singh Chundawat	Aditi
3.	Akshi Chauhan	Akshi Chauhan
4.	Anmol deep	Anmol
5.	Arti	Arti
6.	Avantika Rathore	Avantika
7.	Deepika Thakur	Deepika Thakur
8.	Diksha Hetta	Diksha
9.	Eshika Kesar	Eshika
10.	Irina Thakur	Irina
11.	Jaisal Shekhawat	Jaisal
12.	Mehak Saunkhala	Mehak
13.	Moomal Rathore	Moomal
14.	Priyanshi Goodwill Raphael	Priyanshi
15.	Shreya Mandal	Shreya
16.	Shruti Chauhan	Shruti
17.	Swati Rathore	Swati
18.	Suyesha Sharma	Suyesha
19.	Vedanshi Sharma	Vedanshi

Attendance Sheet