

Essays & Term PAPERS

Paper Basics

Choosing the Topic

There are essentially two major types of topic you can choose: **Expository** and **Interpretive**.

A. Expository and Factual

1. Expository or descriptive something. "What can be an essay, a poem, an historical object, a book, a movie, etc., or any combination of those things."
2. Requires fact finding and research.
 - a. The most important word being "fact."
 - b. Everything in such a paper must be accurate and documented.
 1. There is no room in an expository/factual topic for opinions.
 2. E.g., a newspaper such as "William Shakespeare's play Hamlet is the best play ever written in English" would be wrong. However, "Many scholars have named the William Shakespeare's Hamlet as the best play ever written in English" would be permissible if you can document this.

B. Interpretive

Interpretive involves feelings or interpretations. Herein, the response "William Shakespeare's play Hamlet is the best play ever written in the English language" would be acceptable. "My sense, however, that 'poor' the statement. But the 'poor' word may be on the mind of scholars, experts. It can be found on your own feelings about the piece.

Picking a Subject

- A. Every topic interest you and be comparable to some of common standards. However, include both the materials you can find about the topic and the time available to use them to produce the paper.
- B. The topic must be **focused and well-defined**.
 1. Avoid general topics such as "The History of the American Car."
 2. Focus on something specific, such as "How Henry Ford made the American car available to the masses."
 3. It is better to do a good job on a simple topic instead of a poor job on a complex topic. However, a good or poor result may have nothing to do with either the quality of your writing skills or the techniques you present in the paper. Of much greater importance is whether you have sufficiently covered the topic you chose.
- C. Make sure your teacher approves the topic.
 1. This should be a "no-brainer," but many students do a great deal of work on a project only to have it rejected by the teacher for any number of reasons.
 2. If your teacher does reject the project, don't fight it. You will have more opportunities to do to take a stand when your grade isn't as important.

- D. Be prepared to change your topic if you proceed with your research. As you research a subject, you may find that your original topic presents a problem.
 1. "There is not the enough material available on the subject."
 2. There may be too much material on the subject for you to do in particular at the time available.
 3. You are interpreting/expressing paper, the material you discover may cause you to change your interpretation or opinion.
- E. Start early; do not procrastinate. The longer you wait before beginning a paper, the more likely it is that either the materials you need, or the time for research/writing will be unavailable.

Style

- A. Follow instructions.

Notes: The following is a checklist of the items required on your papers. Come to the class for help if you need an idea.

1. Focus/thesis
2. Bibliography
3. Length of paper
4. Approach

Paper Basics continued

5. Table of contents
6. Title page
7. Index
8. Single space or double space

Approach

- A. **Descriptive approach** - Write about a thing, a person, or an event, such as: "The Russian Revolution in Russia." You would detail the struggle, its effects on Russia, China, communism, etc.
- B. **Explanatory approach** - Explain why or how something happened such as "Why the Mississippi River Flooded in 1993." You would explain the scientific process and theories about weather and other causes.
- C. **Argumentative approach** - Example: "NEDB Education should be Mandatory in High School."
 1. Here you can offer opinions, anecdotal evidence, etc.
 2. **Important:** As you move from **Descriptive** to **Explanatory** to **Argumentative**, the material you need to include in the paper becomes cumulative.
 - a. You cannot take an Explanatory approach without including Descriptive material.
 - b. You cannot take an Argumentative approach without including both Explanatory and Descriptive material.
 - c. How much of each you include will be dictated by the prescribed length of the paper and the amount of material you find necessary to prove or disprove an argument.

Research & Documentation

Efficient research requires a search strategy and ability to take notes.

There are two methods of research, **Primary** and **Necessary**.

- A. **Primary Research** is the direct experience of creating information.
 1. Personally interview people with expertise in the field you are writing about or with knowledge of the topic.
 2. Conduct observations or participate in your theory.
 3. In some instances, the writer may be subject over primary source. For example, a paragraph on the "atomic bomb" about his experience.

Notes: It is only in very rare circumstances that a teacher will allow a student paper to be based on such a source. It should be on just what the experience is not of such significance as to have greater impact for others.

- B. **Necessary Research** - The most common form of research involves finding what others have said on a topic.
 1. This can take many forms, reading about your topic being the most obvious.
 2. Other forms include viewing films/videos on a video, listening to recordings of speeches/music, etc.
 3. The more readily available control of all this information is the library, although more and more frequently students are also using the Internet.

Search Strategy

A. Object

1. Survey the library and other media materials on the topic. There can be books, text materials, on-line and such other sources as CD-ROMs, Internet sources, radio, and on occasion, personal interviews.
2. Create information about your topic.
3. Complete a working bibliography.

B. Sources

Notes: Listed on the next column are the steps for finding print information on the library. In most cases, research via computer sources can be considered as research. Unless through more libraries. Check with your librarian.

Search Strategy continued

1. General reference works such as encyclopedias, yearbooks, almanacs.
 - a. Encyclopedias articles give an overview and refer to books and journal articles.
 - b. Most yearbook articles are general encyclopedias.
 - c. Take note of the **abstracts** of books and magazine articles on the topic. Make a list of those sources that will be useful.
2. Specialized reference works are found by using guides such as *Cogswell P. Mauley's Guide to Reference Works*.
 - a. Every area of knowledge has its own special reference works.
 - b. Not every reference work will be in your library.
 - c. Specialized guides, such as the *Research Guide to Periodical Literature* the *Social Sciences Index*, the *Biological Index* and others, depending on the nature of your topic, are good sources of bibliography.
3. **Working Bibliography**
 1. On the index cards or by computer, record the author and title of each book you want to examine.
 2. Arrange cards alphabetically by author and look up each number in card catalog or on-line catalog. Call numbers will allow to find books in library.

Taking Notes

A. Process

1. Organize your notes and read books and articles.
2. Organized bibliography of sources with full name of author, complete title, edition statement, place of publication, publisher, date of publication, and number of volumes.
3. Record page numbers of sources from which you take notes.
 - a. For articles, record full name of magazine being consulted, its volume number or "whole" number, issue and issue number, complete page numbers of article, and author of article.
 - b. Recording full information now will save time later.

B. Necessary is Essential

1. Continuously follow into flow of note taking.
2. Each note consists of one item of information.
3. Write the notes in your own words. If you quote on only a phrase, do it accurately and enclose it within quotation marks.

C. Systems

1. Taking notes on 3 x 5 cards is recommended.
 - a. Some writers prefer the larger 4 x 6 cards.
 - b. Record the author, title, and page number of the source of the note on each card.
 - i. This may prove easy for author and title.
 - ii. Use only one side of each card.
2. Notes can also be made in **bound notebooks**. Use only one side of paper so that separate notes can be cut out and put into topical index when writing the topic paper.
3. Computers facilitate note-taking and preparing the notes paper.
 - a. Different programs have different features.
 - b. Always record the number of each note and always use quotation marks to indicate what you have copied.

Documentation

Background

- A. Identify your sources of information.
- B. Most different technical aspect of term papers. Information sources are complete.
- C. There are different styles of documentation.
 1. One style is traditionally used for papers in the humanities.

Essays Term Papers Quick Study Academic

M Woodhall



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Contemporary Composition Studies Edith Babin, Kimberly Harrison, 1999-12-30 Composition studies is a rapidly growing and constantly changing field At present however graduate students new to the field and writing teachers who want to make new connections between theory and practice have little choice of current reference works that define key terms in composition studies and provide information about the scholars and researchers who have shaped and are shaping the discipline This book supplies this information in an easily accessible format and places both scholars and terms in the context

of the field's development. Included are alphabetically arranged entries for 108 individuals who have developed the field and 128 terms central to the discipline. The first part of the book provides entries for leaders in composition studies. Each entry identifies the areas in which the scholar has contributed most influentially to the field and provides both a chronological overview of the person's contributions and a bibliography of representative works. The second part includes entries for terms that are problematic both for newcomers and for those already familiar with the discipline. The entries for the terms show how the disciplinary context has shaped the ways in which they have been used. The entries also indicate how established thinkers in composition studies and other disciplines have explained or defined the terms, provide examples of the terms in context, and list scholars often associated with them. An appendix includes entries for scholars from other disciplines who have contributed to the field.

Handbook of Academic Integrity Sarah Elaine Eaton, 2023-12-04. The book brings together diverse views from around the world and provides a comprehensive overview of academic integrity and how to create the ethical academy. At the same time, the Handbook does not shy away from some of the vigorous debates in the field, such as the causes of academic integrity breaches. There has been an explosion of interest in academic integrity in the last 20-30 years. New technologies that have made it easier than ever for students to cut and paste, coupled with global media scandals of high-profile researchers behaving badly, have resulted in the perception that plagiarism is on the rise. This, in combination with the massification and commercialisation of higher education, has resulted in a burgeoning interest in the importance of academic integrity, how to safeguard it, and how to address breaches appropriately. What may have seemed like a relatively easy topic to address—students copying sources without attribution—has in fact turned out to be a complex interdisciplinary field of research requiring contributions from linguists, psychologists, social scientists, anthropologists, teaching and learning specialists, mathematicians, accountants, medical doctors, lawyers, and philosophers, to name just a few. Because of this broad interest and input, this handbook serves as the single authoritative reference work which brings together the vast, growing interdisciplinary and at times contradictory body of literature. For both established researchers, practitioners, and those new to the field, this Handbook provides a one-stop shop as well as a launching pad for new explorations and discussions.

Essay Writing Made Easy Stephen McLaren, 2004-10 **Be a Graduate** Yolanda Hiew PhD, 2021-09-07. Never a straight A student. Rejected from the teacher's training college. A dropout from law school. No money but a big dream, the author ultimately graduated with an honors degree and then a master's degree and finally a doctorate. Why do college students drop out? One of the ten reasons is: Students who fail actually lack the will to persist because they have little or no career interest. They have no knowledge of employers' demands. The parents want them to study a course they don't like. Consequently, they don't have any idea of why they are in college. Furthermore, college dropouts and youth's suicides are increasing globally. On top of the common reasons for failing the exams, does the Covid-19 lockdown cause more challenges to you as a student? This book shows you precisely how to study without burning out and what to do to maintain a healthy body.

and positive mindset Being ambitious she lived and learned the hard way which eventually raced to her finishing line in higher education Inspired by her own achievement the author aspires to share her formula of success so you too can confidently be a graduate The College Application Essay, 6th Ed. Sarah Myers McGinty, 2015-07-07 This popular guide helps students write essays that win admission Winning college application essays take admission officers beyond the numbers and shows them what the students really care about how they think and who they really are But even the best of students can be daunted by the task This easy to follow guide provides the tools to tell a memorable story Updated to reflect recent changes to the all important Common Application which nearly all applicants to competitive colleges use this book provides a clear path to an essay that says Pick me Features Best approaches to the new Common Application questions Clues to how colleges read essays Simple steps for successful drafts Revision strategies Quick fixes for procrastinators The right role of parents in the process Critiques of actual sample essays guide students toward the best practices and away from common mistakes No other book on this topic has this breadth and depth of expertise **The College Application Essay** Sarah Myers McGinty, 2012-09-01 A winning college application essay takes admission officers beyond the numbers and shows them what a student really cares about how he she thinks and who he she really is The College Application Essay by Sarah Myers McGinty is an easy to follow guide shows students how to maximize the opportunity to tell us about yourself by using the tools and skills they already have Includes Ways to choose a topic Strategies for distinctive answers Remedies for procrastinators Jumpstarts for writer s block Tips on editing Over 50 real application questions Sample essays by real students Critiques of the sample essays guide students toward the best practices and away from common mistakes

Writing Essays and Reports Stephen McLaren, 2001 This book is your easy guide to preparing essays and reports for high school TAFE university or business setting up a timeline for writing essays and reports research techniques structuring your work clearly and effectively drafting editing and rewriting referencing other material in your work grammar punctuation and language issues *Writing Effective Course Assignments* Elia Shabani Mligo, 2017-05-11 Non degree and undergraduate students are both inexperienced essay writers who need close guidance to become effective writers One of the puzzles which they encounter at the college and university after reporting for studies is the course assignments offered to them by their lecturers which demand them to be critical thinkers and argumentative essay writers In most colleges and universities lecturers provide to students broad questions to answer in the form of essays either in group or individual assignments How should they turn the broad assignment questions provided to them by their lecturers into specific researchable topics for essays How should they handle literature in order to obtain valuable information to answer the provided question How should they construct an informed and convincing argument using the collected information as evidence This book concerns these and other related questions With its clear illustrations the book is designed to be a self study guide and to offer solutions to many struggling students in colleges and universities At the same time the book can be

helpful for lecturers to instruct their students how to write effective course assignments in their respective courses

Handbook of Research for Educational Communications and Technology David Jonassen, Marcy

Driscoll, 2003-12-08 First Published in 2008 Routledge is an imprint of Taylor Francis an informa company A Rhetorical Analysis of the Five Paragraph Essay Juluis Nang Kum, 2023-01-25 This groundbreaking secondary school textbook analyses the rhetorical nature of the Five Paragraph Essay and the structure of examination essay questions It provides students with an insightful and a comprehensive picture of the five paragraph essay The book is divided into six chapters Chapter one focuses on the origin of the genre of essay and chapter two gives a description of the five paragraph essay The remaining chapters analyse the introduction section the body section the conclusion section and essay questions of the five paragraph essay and beyond The book would be appropriate as a training tool for the writing skills of many students We hope that many secondary school students would find the book very vital for their essay writing exercises and other related fields

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