# Completing a Writing Assignment

## Analyzing information:
1. Break the information into components
2. Determine the author’s credibility
3. Examine the persuasive devices the author uses
4. Identify fallacies
5. Identify the claims and the basis for the claims

## Writing a paraphrase:
1. Read the material carefully
2. Annotate the text and write notes
3. Mark significant quotations
4. Restate in your own words

## Summarizing the book:
1. Identify the thesis (main argument) of the book
2. Determine how to segment the book (ex. break down by chapters, concepts, ideas)
3. Condense each segment into a single section, briefly identifying how it ties in to the main theme (in a very small paper such as this, you will pick one or two of the author’s examples to summarize and respond.)
4. Connect sections with transitions

## Summarizing the article:
1. Identify the author, title of the article, and the news organization
2. Restate the thesis of the article
3. Identify the purpose of the article
4. Identify and paraphrase supporting ideas, evidence, and key quotations
5. Connect paraphrases with transitions

## Summarizing the event:
1. Identify the speaker and the event
2. Paraphrase his or her purpose
3. Provide a brief summary of the event

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*Grammar Issues:* Check out your *St. Martin’s Handbook*. On the inside cover is a detailed list of the book’s content, including specific page numbers for several types of grammar issues. Also consider purchasing *The Business Writer’s Handbook*, an encyclopedia of sorts designed specifically for writers in the field of Business Studies.
Levels of concern: Remember that papers have two levels of concern: higher and lower order. Higher order concerns deal with major issues in the paper, such as overall structure, main arguments, connection between ideas, and paragraph order. If the HOC are not fully addressed, the paper will make little sense. Lower order concerns include issues of grammar, word choice, and punctuation. While a paper with too many LOCs may be understandable, it will appear unprofessional and messy.

Finding us:

Online: Walton College of Business website → Current students → Writing Center
http://waltoncollege.uark.edu/writing-center.asp
~ business forms, writing convention handouts, appointment scheduling

In person: Business Building, Room 254
On the phone: 575-5211

USING APA FORMAT

In-text Citations

You will use parenthetical, in-text citations when you quote, summarize, or paraphrase from another writer’s works. For direct quotations, use quotation marks at the beginning and at the end of the quotation. Your signal words – words that lead into the quotation – should be in past tense.

Elements of the in-text citation:
- Author’s last name (placed in the parenthesis if not mentioned before the author’s material)
- Year work was published (placed with the author’s name)
- Page number
- Optional: If you include the source’s article, book, or other works, with the signal words, do the following:
  1. Use quotation marks around titles of articles
  2. Italicize book titles
  3. If the title has a word that is four letters or longer, capitalize it
  4. Capitalize the first word after a dash or colon

Examples:

➤ According to Marker (2009), “there are no other methods to solve this problem” (p. 278).

➤ Marker (2009) argues that the issue has a single solution.

➤ The author argues, “there are no other methods to solve this problem” (Marker, 2009, p. 278).
Footnotes

Use a footnote to give your reader complete information about the source you are using.

Minimum information needed: Author of work, Date of work, Title of work, Publication location, Publication company.


If your work comes from a journal, include the title of the journal, the issue number (if available), and the page numbers of the work.


If your work comes from a newspaper, include the exact date and the page and section number.