

TOOLS

- Reading design
- Finding the purpose: Essay/article, instructions, sample, something else?

CITATION

- **Work Cited Information**
- Figuring out citation—[Writing down the Basics](#)
 - In-text
 - End of text list: Work Cited or Reference
 - Author: Person, people, company or organization
 - Title
 - Source
 - Publication Information
 - Date
 - Volume/issue/issue number/number
 - Edition
 - Translators
 - Company or Organizations
- **In-text citation considerations**
 - Page numbers, paragraph numbers, anything else like that for location?
 - Time stamp for a video

PREVIEW THE SOURCE

Who, What, Where, When

- **Author**—person, group, or organization
- **Title**—the name of the thing (article, essay, handout, post)
- **Source**—where it can be found (website, book, magazine, Instagram)
- **Date**
- **Location**—can be physical (the publisher) or online

Why/Purpose

- Argue Express
- Educate Persuade
- Inform Inform
- Entertain Literary

Grading

- Correct format
- Complete—summary and response paragraphs that meet length. (Length is the minimum—you can write more.)
- Thoughtfulness. Shows both having read the source carefully and having given thought to it and how it applies.
- Use of at least one quote: signal phrase and use of in-text citations
- End page citation
- Grammar and mechanics

I grade these based on how you're doing at the point of the semester we're in. Early on, I'll grade a little easier, but will expect you to get better as we go along and will grade more strictly as time passes.

EXAMPLE

Identify the Basic Info about the Source

Who, what, where

- **Title:** "The Myth of the Good Writer"
- **Author:** Erin McNulty (no link for more about her)
- **Source:** *Purdue Online Writing Lab*
- **Date:** No date given
- **Location:**
https://owl.purdue.edu/research/owl_conversations/Essays/The%20Myth%20of%20the%20Good%20Writer.html

Why

- Purdue OWL is a writing lab—they educate and encourage
- Written for students (primarily college students) and specifically people who might not think they're good enough writers.
- McNulty works for them—she's involved with education
- Purdue is a big name school

SUMMARY: What it Says

Refer to the discussion

**Always start with who wrote it, the title, and what the overall main point is—not just the topic—the main*

you decide what kind

of information you need to focus on and find to use in your summary.

>>AVOID GIVING YOUR OPINION RIGHT NOW<<

RESPONSE

Refer to the discussion of doing responses of different types of readings to help you decide what kind of information you need to focus on and find to use in your response.

- This is YOU. Now, you give your response.
 - Can you relate to any of it? If so, what parts and why?
 - Are there parts you disagree with? Again, what and why?
 - What kinds of suggestions, ideas, or thoughts might you use, work on, or think about further.

Edit, Proofread, and Upload Your Work

- Proofread carefully. I recommend you take advantage of going to the [writing center](#)—get some of that sweet extra credit while you're there!
- Check the schedule so you know when to bring in notes, drafts, or turn in your final work.