

On Writing and Writing Tools



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Outline

- Reminder
 - No submissions, no grades
- A Warm-up Exercise
- On Writing
 - What experts say?
 - Style and template
 - Bibliography and citation
- On Using Collaboration Tools
 - Using Microsoft Word for Collaboration
 - Using Google Doc for Collaboration
 - *More ...*

SENTENCE OF THE WEEK: WHERE WAS *YOUR* DEGREE BORN?

This week's sentence:

**Born and raised in New York State, my
first degree was in Chemistry at Williams
College.**

If you've ever committed an embarrassing grammatical faux pas in public, you're not alone. What went wrong with today's sentence, and how can we fix it?

-- from the *University of Chicago's*
Sentence OF The Week Archive, by the [University of Chicago Writing Program](#)

Essay Reading and Discussion

- Using the reading method introduced in previous class, finish 1st pass
 - Gopen, George D., and Judith A. Swan. "[The science of scientific writing](#)." American Scientist (1990): 550-558.
 - Answer 5 C's in a Word document using provided template (however, not using the section titles)
 - Prepare 3 discussion questions and included in the Word document
- At home, finish 2nd and 3rd pass

Submit Essay Reading Work

- ❑ Insert the content of the word document each group member prepares into the group summary report as an Appendix at the end of the report
- ❑ Use the collaboration technique, divide the Appendix into sections, each group member inserts her or his own work into the group summary report with her or his own subsection title, e.g.,
 - John Doe
 - ❑ 5 C's ...
 - ❑ 3 Questions
 - James Smith
 - ❑ 5 C's
 - ❑ 3 Questions

Why Cite?

- Making a claim and supporting it
 - Primary sources
 - Secondary sources
 - Tertiary sources

Social Importance of Citing Sources

□ Booth, Colomb, and Williams, 2008

■ Citations benefit you

- Protecting you against plagiarism
- Contributing to you ethos
 - If your evidence is not trustworthy, then your report or your work is not trustworthy
 - If you cannot get the citation, a simple task right, then you cannot be trusted to get more sophisticated tasks right.
- Citations help readers
 - Readers use them to determine reliability of your work
 - Readers use them to start their own work (just like you would do)
- Citations honor your sources

Citation and Bibliography

- Research task
 - How to properly cite sources and write bibliography entries?

Collaboration in a Team

- Software can help you
- Two examples
 - Google Docs
 - Microsoft Word

Summary

- Writing is thinking
- Citing your sources
- Using tools effectively
 - For searching sources
 - For writing collaboratively
 - For citing efficiently