

## APPENDIX C: INDEX OF BUILDING BLOCKS

### **BUILDING BLOCK 1: Choosing a Topic for Your Paper** p. 12

Make a list of possible topics for your research paper. Because you'll be doing research, you will have to spend a lot of time with this topic, so list topics that you want to learn more about. Try to list as many topics as you can. Go back to the assignment to make sure that these topics are appropriate. Then read through your list the next day and pick the three topics that seems the most appealing to you.

### **BUILDING BLOCK 2: Finding Sources** p. 21

Using your preliminary topic, search for sources related to your topic. List three sources that could provide good information and support for your paper. Include the following information for each source:

- author(s)
- titles (of the article/chapter AND the book, journal, newspaper, etc.)
- page numbers
- volume number (for journals)
- publisher (for books)
- date of publication
- website address
- date of retrieval (for websites)

### **BUILDING BLOCK 3: Narrowing the Focus of Your Topic** p. 23

Now use the same process for your paper topic:

- Conduct a search in a database using key words and Boolean searches related to your general paper topic. Keep track of the key words and Boolean searches that you use.
- Skim the abstracts of the results to get ideas to narrow your topic.
- Note the bibliographic information for the sources that seem useful: Title, author(s) full name(s), journal title, date, volume/issue number, pages, etc.

After completing these steps, use your search results to refine your topic so that it is more focused.

## **BUILDING BLOCK 4: Creating Your Preliminary Thesis Statement** **p. 30**

Develop a preliminary thesis statement to help you focus as you do research. Be sure to include topic, comment, and mapping language to express both the main idea and the relationship between the ideas that you intend to explore. It should be clear whether your thesis statement is for a report or an argument paper. You will continue to revise your thesis statement as you do more research and refine the direction of your topic. Although it may change later, this preliminary thesis statement should express your focus at this point in the writing process.

## **BUILDING BLOCK 5: Evaluating Your Sources** **p. 34**

Find five sources that seem to have information useful for your paper. You must have a **variety of types** of sources. List the publication information for each one and use the criteria discussed on page 33 to evaluate each. Then label each “good” or “bad” and then explain how you arrived at your conclusion.

## **BUILDING BLOCK 6: Taking Notes on Your Sources** **p. 44**

Pick two sources you have found that seem relevant for your paper. Take notes using the strategies presented. Be sure to include at least one paraphrase and one direct quotation from each.

Remember:

- List all source information for your source list.
- Do not write complete sentences.
- Put “ ” around quotes.
- Use abbreviations.

## **BUILDING BLOCK 7: Creating an Outline for Your Paper** **p. 53**

Using the information in this section (4) to guide you, create an outline for your research paper. Look at the sources you have found so far and your own perspective on the topic to help you break your main idea into parts that follow a clear order. End the process by creating a formal outline (see example on page 51) that clearly shows the thesis, main idea of each paragraph, and some supporting information for each main idea. If you know that you will use information from particular sources in a certain section, you should include the author name, source title, and page(s) so that you can fit that in as you draft in the next step in writing your paper.

**BUILDING BLOCK 8: Framing Quotes in Your Paper** p. 70

Choose two places from your outline where you have a quotation to fit in. Develop a possible paragraph for that section using the quotation. Be sure to have your idea first and then introduce the quote, insert the quote, and explain it so that it effectively supports your idea.

**BUILDING BLOCK 9: Paraphrasing for Your Research Paper** p. 75

1. Choose three (or more) of the sources that you know will fit well in a certain part of the outline you have done for your paper. You should also look at your notes for those sources as well. Now use the strategies for paraphrasing in Figure 5.3 to create at least one effective paraphrase for each of these sources that could possibly be used in your paper.

For the next part of this assignment, keep track of each version that you have of the paraphrase until you get a draft that you are happy with.

2. Now list the strategies you used and/or the process you went through to create each paraphrase (for example, note what vocabulary you changed and how you changed grammar structures).

**BUILDING BLOCK 10: Identifying Plagiarism in Your Own Writing** p. 83

Go back to Building Block 9, where you created your own paraphrases and described the process you used to create that paraphrase. Using the information you have learned about plagiarism, explain why each one is a good paraphrase. If any of the paraphrases you wrote is NOT a good paraphrase or is plagiarism, explain what you need to do to fix it and present a paraphrase that is NOT an example of plagiarism.

**BUILDING BLOCK 11: Writing a Preliminary Draft** p. 107

Create a preliminary draft of your paper, about 2 pages in length. Choose a part in the body of the paper rather than the introduction or conclusion as it is more likely to give you the chance to utilize the strategies you have learned in this section. You should have fully developed paragraphs that effectively integrate outside sources and have achieved coherence and cohesion.

## **BUILDING BLOCK 12: Writing a Complete Draft** **p. 142**

Now it is time to write a complete draft of your paper. You should:

1. have fully developed and logically connected paragraphs, with a clear introduction, body, and conclusion.
2. use correct formatting.
3. have a correctly formatted source list at the end of the paper that includes all of the sources from which you have used quotes and/or ideas in your paper.

However, do not turn in your paper yet! First, you will need to revise and edit. Once you have completed your first draft, you will use the information in Section 7 to revise and edit before turning in your paper.

## **BUILDING BLOCK 13: Using a Checklist to Verify That Your Draft Is Ready to Turn In** **p. 147**

Before submitting your final draft, use the checklists on page 147 to ensure that your paper is complete and error-free.

## **BUILDING BLOCK 14: Taking Notes on Instructor Feedback** **p. 153**

Set aside at least 30 minutes to look at the draft your instructor returned to you. Make notes on your paper and/or on a separate sheet of paper about what you need to add and make changes according to the instructor comments and to improve your paper. Be sure to meet with your teacher if you have questions about any of the comments or about how you can respond to them.

## **BUILDING BLOCK 15: Revising Your Draft According to the Instructor's Comments** **p. 153**

Using the notes you took for Building Block 14, revise your draft to turn in to your teacher. Congratulations on making it through the process!