

Name: _____ Per. _____

ENGL 2010

The Norton Field Guide to Writing: Ch. 48 & 49

DUE: FRIDAY, FEB. 8

DIRECTIONS: Read the assigned chapters and annotate meaningful information for yourself. Answer the following questions from what you learned and internalized, not a hunt-and-find exercise.

Ch.48: Synthesizing Ideas

In your own words, explain what it means to "synthesize" ideas from source material:

How does synthesizing relate to summarizing?

What role does questioning your sources play in helping you write about your topic?

How can note-taking help in synthesizing source material—and for what purpose?

Ch. 49: Quoting, Paraphrasing, and Summarizing

What important guidelines apply when quoting, paraphrasing, and summarizing the ideas and words of others in your papers?

How can you make sure you don't mix up or confuse your words and ideas with those from your sources?

What methods/suggestions do you like to help organize your notes?

What general guidelines can you follow in deciding whether to use a direct quote from a source?

What general guidelines can you follow in deciding whether to paraphrase a source?

What general guidelines can you follow in deciding whether to summarize source material?

What are APA guidelines about incorporating quoting within your text?

How and why are ellipses and brackets used when incorporating quotes within a paper?

Read the examples of unacceptable paraphrasing and patch writing on pp. 484-85 and compare these to the acceptable paraphrase example on p. 486. In your own words, explain what you noticed and learned about paraphrasing from these examples:

How is summarizing different from paraphrasing (pp. 486-87), and what guidelines should be followed?

Read the bottom of p. 487 and note what three essential purposes signal phrases serve in integrating source material in an essay. What are these three purposes?

Note the differences between MLA and APA style in using signal phrases and verb tenses (pp. 488-89). We are going to blend MLA and APA by establishing author "ethos" (credibility) by including

author affiliation and/or position. Read the paragraphs and the example on p. 488 to see what we will be doing in our essays, but we will use APA style in giving the date of publication of an article or study, as shown in the example on p. 489.

Explain how verb tenses are used in APA style (pp. 489-90).

What questions do you have after reading these chapters? What do you want more clarification or explanation of from me?