

TIPS on DRAFTING a STRONG PARAPHRASING/QUOTING/CITING EXERCISE

First, remember that when preparing the reading you may seek help with the Reading Center and with the teacher in office hours for stronger reading comprehension.

Second, when you get ready to draft, remember that you can work on your composition with help from the Writing Center and teacher.

Next, remember basic paper format, which is required when typing up this exercise.

Remember also the following key elements of the exercise:

PARAGRAHS: Every paragraph should begin with a full TAB-indent that is the equivalent of five spaces. Each paragraph should have three pieces: a quote/paraphrase set up, the quote or paraphrase with a correct MLA in-text cite, and last the quote/paraphrase explanation.

QUOTING: If your quote refers to something very specific in the text (especially with a pronoun like “it” or “they”), you should be sure to set up the quote first by sharing the specific context with your reader.

CITING: Review correct in-text citation, which requires an author cite and a page number, as in this example: Freeland says that “The rise of today’s super-rich is a global phenomenon” (27). Note that the parenthesis should never have the word or an abbreviation of the word “page(s)” and that the period closing the sentence goes after the close of the parentheses.

WRITING CENTER HELP: If I recommend working with the Writing Center, I will expect to see improvements in your exercises over time and will grade with the expectation that you are pursuing the help regularly.

PROOFREADING: This is crucial, and it’s your responsibility, always. An exercise turned in that demonstrates little or no proofreading will not score well.

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