

Due: By Monday, 12:00 Midnight

Introduction As mentioned in the lesson presentation, revision is the heart of the writing process.

This week you will revise your paragraph from last week. As you move through other courses, you will **not always have the opportunity for the instructor to provide you feedback**. Sometimes you have to be your own critic by asking yourself key questions. You can also use your **peers** for this by asking them to review your work.

Take time to revise your work. Remember, just because you did well on the draft does not mean you should just turn the same piece in again. The standards for a revision are always higher.

Tasks

1. Review the comments made by your instructor. These comments were made on the draft elements of your paragraph and need to be addressed prior to moving fully into the revision cycle. Also review comments made by your peer editors!
2. First create an electronic copy of your draft and label it “Revision.” **You will submit both your draft and your revision.** You may wish to review the two hint sections in your handbook, the Prentice Hall Reference Guide, Try This pages 17–20. These sections include hints for revising using the computer and a revision checklist
3. Revise your paragraph for unity, organization and coherence. This requires you to look at your paragraph for all aspects of content. You may wish to refer to the “Check It First” (part of this assignment) as a guide.
4. In most cases you can revise your paragraph by working with the electronic copy of the draft. Your revision must be a clean copy and should not include any correction comments.
5. Once you have revised your paragraph, submit **both** your original draft and your revised paragraph.

Deliverables and format: “Childhood 1st Draft” AND “Childhood 2nd Draft”

PLEASE NOTE: You will be submitting **TWO** documents.

Submit the first draft of your paragraph in a Word document with the file name: ***last-name-first-initial_Childhood_1st_Draft.doc***

Submit the revision you have written for this assignment in a Word document with the file name: ***last-name-first-initial_Childhood_2nd_Draft.doc***

Font: Arial, 10 pt.

Line Spacing: Double

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Before you submit the assignment, check it first!

CHECK IT FIRST

Before submitting your paragraph, check it for the following criteria:

- Does the topic sentence communicate your main point and clarify the parameters?
- Do the supporting details explain fully what you want to say?
- Are specific words used to help explain the topic fully?
- Do the word choices clarify the meaning and does the tone suit the audience?
- Is the organizational strategy logical and does it fit your purpose?
- Do all the sentences support the topic sentence?
- Do the sentences flow smoothly with transitions between them?

Exercise (15%): “Search Form”

Week #4

Due: By Monday, 12:00 Midnight

Introduction

You will have ample opportunity to use the ITT Tech Virtual Library while conducting your research. The purpose of this exercise is to review the many sources of information to be found there.

Tasks

1. Select one of the topics listed below.
2. Write down the key words you will use to conduct a search on your topic.
3. Look in the areas listed on the Search Form and fill out the form as you go.

Topics:

- Smoking in Public Places
- School Bullying
- Illegal Immigration
- Television Advertising
- Female President
- Family in Contemporary Society
- Impact of Violence in the Media
- Capital Punishment
- Stem Cell Research
- Gun Control
- Feminism in the Twenty-first Century
- Ethics and Politics
- Ethics and Business

Deliverables and format:

Submit your completed “Search Form” in a Word document.

Font: Arial; 10

Line Spacing: Double

File Name: *last-name-first-initial_Search_Form.doc*

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Topic:		
Key words to be used:		
	Quantity Found	How would you limit or broaden your search?
ITT Tech Virtual Library		
BOOKS		
PERIODICALS		
REFERENCE RESOURCES		
INTERNET		
www.google.com		
www.yahoo.com		
Other search engines? Please list:		

Before you submit the assignment, check it first

CHECK IT FIRST

- Did you select a topic?
- Did you use appropriate key words for your topic?
- Did you search in all the areas listed in the Search Form?
- Did you fill out the form completely?
- Did you check your spelling and grammar?

Exercise (15%): “Discussion – Virtual Library”

Week #4

Due: Before class, Week #5

SMALL GROUP DISCUSSION

Introduction

The goal of this discussion is to share information. Some of the most valuable resources you will have in this class are your classmates. Others in the class may find valuable information, sources, and tips in their research. Think about how much everyone in the class will benefit if each individual shares what they come across? For example, other students may not have thought about using the ITT Tech Virtual Library the way you have. Likewise, other students may find ways it can be used that you hadn't considered.

Tasks

Briefly discuss one aspect of the ITT Tech Virtual Library and how you believe you will use it for future research.

Deliverable Write your response and submit to your instructor. Title your work “Discussion – Virtual Library”

Before you submit the assignment, check it first!

CHECK IT FIRST

- Did you discuss one aspect of the ITT Tech Virtual Library and how you will use it in the future?
- Did you use complete thoughts and sentences?