Comm and Personal Development – 25.09.19

* “You” – too personal for an essay
* “We” – okay
* “Myself, me, I” – Don’t write in first person, write in third person
* *Note: FUCK! Her speaking style is hard to take notes from*
* Group reports/essays/academic writing: all in third person, first person changes the tone.
* Make sure to read and understand what the assignment “words” are. I.E read the damn question!
* Write outlines for reports: ensures you have the correct structure, everything flows, write in headings.
* Formal writings care less about \*amount\* and more about direction, flow, content.
* **INCLUDE PAGE NUMBERS**
* **INCLUDE TABLE OF CONTENTS**
* Introduction: The introduction is where you define your topic.
* DO NOT: Write a list of what “Happened” write what it “Means”
* **DEFINE THE EFFECTIVNESS OF YOUR PRESENTATION**
* Body: Main stuff, headings, etc
* Conclusion: Wrap up what you said, make sure everything is done
* **USE VANCOOVER SYSTEM FOR REFRENCES**
* Research: Demonstrating your understanding of a topic
* - Back up your research “let your research do your work for you”
* Include research (references) everywhere.
* Don’t use Wikipedia for sources (I’m going to harvest them for sources though)
* 90% of the time you will paraphrase quotes from sources, 10% of the time will be direct quotes.
* If you quote a source directly, you are not showing you understand the work.
* Rule of thumb: No more than three sentences
* You can source any papers, (Though don’t do anything below a masters)