

POINT PAPER

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SY205
02 Oct 2019

Subj: POINT PAPER AND DISCUSSION ASSIGNMENT

Ref: (a) R. Shenk, *Guide to Naval Writing*, 3rd ed. Annapolis, MD, USA: Naval Institute Press, 2008.
(b) Point Paper Assignment Rubric

Encl: (1) Point Paper Template

BACKGROUND

This point paper will discuss in further detail the point paper and discussion assignment. Through the point paper and discussion assignment you will practice your ability to read material, contemplate, and convey significant points to your audience. These activities will enhance your communication skills (written and verbal), and prepare you for making reports and recommendations to superiors. We will participate in a group discussion where you will draw upon your point paper for discussion points.

DISCUSSION

- The point paper assignment will include questions that you must answer. The questions will push you to analyze the material, and formulate ideas on how to apply the knowledge gained or allow you to express your thoughts on the topic.
- You will use your point paper during the discussion session, and can write additional thoughts that come up during the discussions. You will hand the point paper in at the end of the discussion class period.
 - You will come to the discussion session with a printed (black ink) copy of your point paper. You will be given a green pen to write additional thoughts that come up during the discussion session.
 - It is expected that you will have a mix of black and green ink on the point paper you hand in. You can potentially change your views during the course of a discussion and make comments accordingly, but shall have demonstrated significant thought about the topic before coming to class.
- Formatted communications enhance the ability for participating parties to communicate. The format of this point paper is taken from reference (a), and shall be used in your point paper.

- You may use either bulleted lists or numbered lists to organize your points.
- Your point paper should be approximately two pages in length.
- You shall list references in the IEEE style. You shall cite inline references using standard naval writing style. At a minimum you shall reference the assignment; you do not need to reference this document, nor reference (a).
 - See Purdue OWL / IEEE Style, URL:

https://owl.purdue.edu/owl/research_and_citation/ieee_style/ieee_overview.html

- Enclosure (1) is a blank point paper template.
- Your point paper will be graded on format and content, to include grammar and spelling.
- You may discuss your thoughts on the assignment with classmates outside of class but your point paper submission shall be your own. It is possible that you will have similar views and ideas as your classmates, but individual submissions for point papers that convey similar views shall be worded differently from other submitted point papers.

RECOMMENDATIONS

- It is recommended that you attach an extra sheet of paper or two to your point paper to allow room to write additional comments that arise during the class discussion.
- It is recommended that you review the Point Paper Assignments Rubric, reference (b), before beginning the point paper assignment, while working on the point paper assignment, and when reviewing feedback on graded point paper assignments.

POINT PAPER

MIDN [Last Name]
SY205
[DD Mmm YYYY]

Subj: POINT PAPER – [ASSIGNMENT TITLE]

Ref: (a) C. W. Hoffmeister, *Point Paper and Discussion Assignment*, 02 Oct 2019.

BACKGROUND

This is a blank template of a point paper that is to be used to convey points pertaining to a topic of discussion.

DISCUSSION

- Text in square brackets, [], is used to identify content that shall be replaced with appropriate information. The brackets shall not appear in the final point paper.
- This document uses 1” margins on all sides.
- This text is written using kerned font with serifs, specifically *Times New Roman*.
- This document uses a tab spacing of .25”.
- Page numbers do not appear on the first page, but appear on subsequent pages. Page counting does include the first page, and starts with 1.

RECOMMENDATIONS

- If you are unsure about this or another assignment, seek assistance from available resources.