Final Exam Outline

1. Introduction
   1. Military Experience
      1. Did a lot of writing in in military with reports, emails, and PowerPoints which lead to me believing I was proficient.
      2. Returned to class setting within college and realized there was much I didn’t know.
         1. Example is formatting
         2. Example is proper word usage
      3. Thesis: I believe that I deserve an “A” in Introduction to College Writing Because I learned how to use proper APA format, google search engine, and descriptive writing.
2. Body
   1. APA Format
      1. What I knew about APA formatting to begin with.
         1. Knew I needed name, title, and organization knew nothing about indention, alignment, or running heads.
      2. Two rules.
         1. First Page layout
            1. Example alignment and indention
         2. Setting up Running head
            1. Example explaining how to set up first page running head then set up rest of pages.
   2. Google Search Engine
      1. What I knew about using Google
         1. Did not know that just searching a subject will bring a lot of advertisement first.
      2. Two rules.
         1. Using “site:” and “OR: in conjunction
            1. Example site:bls.gov “Bureau of Labor Statistics” OR site:nhtsa.gov “National Highway Traffic Safety Administration”
         2. Websites to avoid and why
            1. WebMD and Wikipedia
   3. Descriptive Writing
      1. What I knew using descriptive writing
         1. I knew about describing solid things but not using that for explaining abstract ideas.
      2. Two rules
         1. Use concrete nouns
            1. Can you drop it on your foot
         2. Don’t repeat abstract ideas
            1. Repeating in hope of making something