TERM PAPER

Course Code: NTP 330   **Credit Units: 02**

Course Objective:
A term (or research) paper is primarily a record of intelligent reading in several sources on a particular subject. The objective of this course to make a student to carry out intense study on a specific topic related to current development in their field of specialization and Develop skills of presentation and report writing.

METHODOLOGY:
The students will choose the topic at the beginning of the session in consultation with the faculty assigned. The progress of the paper will be monitored regularly by the faculty. At the end of the semester the detailed paper on the topic will be submitted to the faculty assigned. The evaluation will be done by Board of examiners comprising of the faculties.

GUIDELINES FOR TERM PAPER
The procedure for writing a term paper may consist of the following steps:

1. Choosing a subject
2. Finding sources of materials
3. Collecting the notes
4. Outlining the paper
5. Writing the first draft
6. Editing & preparing the final paper

1.   Choosing a Subject
The subject chosen should not be too general.

2.   Finding Sources of Materials
   a)   The material sources should be not more than 10 years old unless the nature of the paper is such that it involves examining older writings from a historical point of view.
   b)   Begin by making a list of subject-headings under which you might expect the subject to be listed.
   c)   The sources could be books and magazine articles, news stories, periodicals, scientific journals etc.

3.   Collecting the notes
Skim through sources, locating the useful material, then make good notes of it, including quotes and information for footnotes.

   a)   Get facts, not just opinions. Compare the facts with author's conclusion.
   b)   In research studies, notice the methods and procedures, results & conclusions.
   c)   Check cross references.

4.   Outlining the paper
   a)   Review notes to find main sub-divisions of the subject.
   b)   Sort the collected material again under each main division to find sub-sections for outline so that it begins to look more coherent and takes on a definite structure. If it does not, try going back and sorting again for main divisions, to see if another general pattern is possible.

5.   Writing the first draft
Write the paper around the outline, being sure that you indicate in the first part of the paper what its purpose is. You may follow the following:
   a)   statement of purpose
   b)   main body of the paper
   c)   statement of summary and conclusion
Avoid short, bumpy sentences and long straggling sentences with more than one main idea.

6.   Editing & Preparing the final Paper
   a)   Before writing a term paper, you should ensure you have a question which you attempt to answer in your paper. This question should be kept in mind throughout the paper. Include only information/ details/ analyses of relevance to the question at hand. Sometimes, the relevance of a particular section may be clear to you but not to your readers. To avoid this, ensure you briefly explain the relevance of every section.
   b)   Read the paper to ensure that the language is not awkward, and that it "flows" properly.

    c) Check for proper spelling, phrasing and sentence construction.
    d) Check for proper form on footnotes, quotes, and punctuation.
    e) Check to see that quotations serve one of the following purposes:
        (i) Show evidence of what an author has said.
        (ii) Avoid misrepresentation through restatement.
        (iii) Save unnecessary writing when ideas have been well expressed by the original author.
    f) Check for proper form on tables and graphs. Be certain that any table or graph is self-explanatory.

Term papers should be composed of the following sections:
    1) Title page
    2) Table of contents
    3) Introduction
    4) Review
    5) Discussion &Conclusion
    6) References
    7) Appendix

Generally, the introduction, discussion, conclusion and bibliography part should account for a third of the paper and the review part should be two thirds of the paper.

Discussion

The discussion section either follows the results or may alternatively be integrated in the results section. The section should consist of a discussion of the results of the study focusing on the question posed in the research paper.

Conclusion

The conclusion is often thought of as the easiest part of the paper but should by no means be disregarded. There are a number of key components which should not be omitted. These include:
    a) summary of question posed
    b) summary of findings
    c) summary of main limitations of the study at hand
    d) details of possibilities for related future research

Reference

From the very beginning of a research project, you should be careful to note all details of articles gathered. The bibliography should contain ALL references included in the paper. References not included in the text in any form should NOT be included in the bibliography.
The key to a good bibliography is consistency. Choose a particular convention and stick to this.

Conventions

MonographsCrystal, D. (2001), Language and the internet. Cambridge: Cambridge University Press.

Edited volumes

Gass, S./Neu, J. (eds.) (1996), Speech acts across cultures. Challenges to communication in a second language.

Berlin/ NY: Mouton de Gruyter.
[(eds.) is used when there is more than one editor; and (ed.) where there is only one editor. In German the abbreviation used is (Hoursg.) for Herausgeber].

Edited articles

Schmidt, R./Shimura, A./Wang, Z./Jeong, H. (1996), Suggestions to buy: Television commercials from the U.S.,

Japan, China, and Korea. In: Gass, S./Neu, J. (eds.) (1996), Speech acts across cultures. Challenges to communication in a second language. Berlin/ NY: Mouton de Gruyter: 285-316.

Journal articles

McQuarrie, E.F./Mick, D.G. (1992), On resonance: A critical pluralistic inquiry into advertising rhetoric.Journal of consumer research 19, 180-197.

Electronic book

Chandler, D. (1994), Semiotics for beginners [HTML document]. Retrieved [5.10.'01] from the World Wide Web, http://www.aber.ac.uk/media/Documents/S4B/.

Electronic journal articles

Watts, S. (2000) Teaching talk: Should students learn 'real German'? [HTML document]. German as a Foreign Language Journal [online] 1. Retrieved [12.09.'00] from the World Wide Web, http://www.gfl-journal.com/.

Other websites

Verterhus, S.A. (n.y.), Anglicisms in German car advertising. The problem of gender assignment [HTML document]. Retrieved [13.10.'01] from the World Wide Web, http://olaf.hiof.no/~sverrev/eng.html.

Unpublished papers

Takahashi, S./DuFon, M.A. (1989), Cross-linguistic influence in indirectness: The case of English directives performed by native Japanese speakers. Unpublished paper, Department of English as a Second Language, University of Hawai'i at Manoa, Honolulu.

Unpublished theses/ dissertations

Möhl, S. (1996), Alltagssituationen im interkulturellen Vergleich: Realisierung von Kritik und Ablehnung im Deutschen und Englischen. Unpublished MA thesis, University of Hamburg.

Walsh, R. (1995), Language development and the year abroad: A study of oral grammatical accuracy amongst adult learners of German as a foreign language. Unpublished PhD dissertation, University College Dublin.

Appendix

The appendix should be used for data collected (e.g. questionnaires, transcripts, ...) and for tables and graphs not included in the main text due to their subsidiary nature or to space constraints in the main text.

Assessment Scheme:
Continuous Evaluation: 40%
(Based on abstract writing, interim draft, general approach, Research orientation, readings undertaken etc.)

Final Evaluation: 60%
(Based on the organization of the paper, objectives/ problem profile/ issue outlining, comprehensiveness of the research, flow of the idea/ ideas, relevance of material used/ presented, outcomes vs. objectives, presentation/ viva etc.)

Course Outcomes:

After successful completion of this course, students will be able to
- Carry out intense study on a specific topic related to current development in their field of specialization
- Collect, interpret and analyze the information
- Compare and evaluate the existing solutions for a specific cases study
- Develop skills of presentation and report writing