**LECTURE 4**

1. **HOW DO WE WRITE THE CARDS?**

In order not to plagiarize, we change the **vocabulary** and the **structure** of the original sources and then with their citation we add those cards to our paragraphs and the file.

We have three types of cards: **QUOTATION, PARAPHRASE, SUMMARY**.

1. **QUOTATION**

If the content of the source includes **basic information** about the topic and if the language of it is powerful, then we take it for our QUOTATION cards. In other words, when the sentence is powerful and can make an impact or when the person who gives this quote has a high level of authority it is worth for a quotation.

We do not change anything while copying and pasting the original to the card. Even if there is a spelling mistake at the highlighted part of the source, we do not correct it and we take it as it appears. You can also use quotation for the parts that you have difficulty in translating from English to English. Longer quotations can stand alone in the paragraphs which we call as **“block quotation”.** **They are 40 words or longer quotation cards and their writing style in the paragraphs is special**, but quotations should not dominate the paper and excess the limit.

* For block quotations, no quotation marks are used. The quotation begins on a new line, with a 1,27 cm indent. Punctuation also differs. A block quotation is introduced with a reporting verb followed by a colon. The quotation ends with a period. After the period, there are two typewriter spaces followed by the rest of the parenthetical information. The quotation part is written with 10 p.

**Example of a Block Quotion:**

Computer users often disagree about which operating system is best: Mac or PC. Oyler (2010) stated that one operating system is not better than the other, but that one may be better suited for different purposes than the other. She stated:

Macs are often the best option for users who wish to work with video or picture manipulation. Macs are also very

user friendly, which may benefit consumers who are new to computers. PCs, however, run Microsoft Office Suite

the best. Therefore, students might find that a PC is their best option because it can run Microsoft Word and

PowerPoint the smoothest. (p. 48)

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| **Topic Citation** (matches the outline division) (surname,date,page number)  “…………..… **… ellipsis** (when we omit something)……………………………….  ………………  **/ a slash** (when page breaks)……………….………………………  ………………. **[ ] square brackets** (when extra info is added) ………………………  ……………… paragraf **[sic.]** (when there is s spelling mistake)…………….………  ………………. **(‘ ’) single quota marks** (for quotation in the quotation parts)……..  ………………. ***Zu hause*** **italics or underlining** (for non – English words)……….…”  Comment: ……………………………………………………………………………...  Q |

15cm

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| **Topic Citation** (matches the outline division) (surname,date,page number)  ……………………………paraphrase…………………………....................  ……………………………………....paraphrase ……………………………………… ………………………………………paraphrase ………………………………………  “……………………………………..quotation……………………………………….  ……………………………………….quotation…………………………………….…”  (Citation information).  Comment: ……………………………………………………………………………...  P+Q |

1. **PARAPHRASE**

If the content of the source is suitable but not the language, then we take that source as a paraphrase. Usually the length of the original sentence and the paraphrased one is close to each other, but the paraphrase can be a bit shorter. We try to change everything: words with their synonyms or antonyms, structures with their parallel structures, without losing its meaning. First, read the whole page quickly to get the general idea.

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| **Topic Citation** (matches the outline division) (surname,date,page number)  ……………………………………..…paraphrase ……………………………………….  …………………………………….... paraphrase ……………………………………….  ……………………………………… paraphrase ………………………………………  ……………………………………… paraphrase ………………………………………  ……………………………………… paraphrase ………………………………………  (Citation infornation).  Comment: ……………………………………………………………………………...  P |

1. **SUMMARY**

It is a broad overview of the original. We skim the text and capture the key ideas. When the article is fresh in our minds we jot down the main ideas and check the original not to copy the same words or word order. Do not add your own ideas to the cards except the “comment” part!

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| **Topic Citation** (matches the outline division) (surname,date,page number)  ……………………………………..…summary ……………………………………….  …………………………………….....summary ……………………………………….  ……………………………………….summary ………………………………………  ……………………………………… summary………………………………………  Comment: ……………………………………………………………………………...  S |

1. **WHAT IS COMMENTING AND HOW MANY TYPES CAN WE WRITE?**

Card comments are freeform notes. They are designed to record explanations around the cards. Comments can give reasons why that topic is written in that way. It also provides clarification.

Comments can be in the form of: **Deduction, Emphasis, Prediction or Advice**. You can use either of them on your card, following the paraphrase or summary; if your cards are too short your paragraphs will be too short, in order to prevent it you can use these four types of comments on one card.

**EMPHASIS:**

**Hammersmith points out that in addition to lots of their benefits, motion sensors furnish mediate information about occupancy status in a combine building (2010, ''Intelligent Buildings are safer Than conventional Buildings'' section, para. 5).** Thus, motion sensors facilitate people's lives who live in a smart building in terms of security.

**DEDUCTION:**

**"Alarm sounders and sirens are an important audible and visual part of a burglar alarm. Usually hosed outside a property in a bell box, an alarm sounder clearly indicates to ‘would be trespassers’ that your property is protected"(Chris & Lewis Fire and Security, (n.d.),"Intruder alarms" sections, para. 1).** Since houses are protected by alarm sounders and sirens in a smart building, when people who live in a smart building are outside, their homes are safer than others.

**PREDICTION:**

**Yılmaz (2006) indicates that double skin facades usually consist of two glasses of facades. They have a certain distance from each other. The gap between the two facades creates a buffer zone between the interior and exterior space and makes it easier to control energy expenditure (p.11).** In view of this information, it can be argued that the usage of double skin facades will be increased.

**ADVICE:**

**As the study of Kalebodur documents, solar power is not depended on anything or anywhere. It is a clear and sustainable source of energy. In order to take advantage of this source, we can place the photovoltaic modules on panels. Thus panels provide electricity, not hot water (n.d.,p.12).** Taking this into consideration, we can conclude that solar power is the first source of energy that should be used.