

TECH 305:  
Information Literacy  
for Technologists

Wednesday, March 3

Professor Ethan Lipton

WINTER QUARTER 2009

# *Today's Agenda*

Class Status Review

Presenting You Information/How to Research a Paper

- Components
- Process
- Citations

Faculty and Course Evaluations

# *Class Status Review*

# *Presenting Your Information/ How to Research a Paper*

Source: Some of the material for this presentation is taken from *The OWL at Purdue*, written by Sarah Hamid and Jack Raymond Baker. [Last full revision by Jack Raymond Baker. Last edited by Allen Brizee on April 14 2009 at 12:08PM]  
<http://owl.english.purdue.edu/owl/resource/658/05/>

# Getting Started

*Make sure you properly understand the assignment (i.e., topic, purpose, audience, genre, constraints, parameters, process)*

# Initial Questions. . .

***What kind of information are you looking for?***

- Facts?
- Opinions?
- News reports?
- Research studies?
- Analyses?
- History
- Personal reflections?

***Where would be a likely place to look?***

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***How much information do you need?***

***When must this be completed?***

# Gather Information

*Must be based on a full understanding of the assignment (i.e., topic, purpose, audience, genre, constraints, parameters, process)*

## **Managing References and Citations**

- Collect appropriate information
- Link reference information to material
- Implement a system for storage and retrieval
- Format (citations and references)

# The Writing Process

*Must be based on a full understanding of the assignment (i.e., topic, purpose, audience, genre, constraints, parameters, process)*

## **Develop a Timeline**

- include milestones and target dates

## **Prepare Outline**

- created a plan (framework) for your paper
- identify major topics and sub-topics in sequence
- major topics and sub-topics

# The Writing Process

*Must be based on a full understanding of the assignment (i.e., topic, purpose, audience, genre, constraints, parameters, process)*

## **Prepare an Initial Draft**

- One of the last stages in the process of writing a research paper.
- Draft should follow outline
- Writing process may be linear or not?

# The Writing Process

*Must be based on a full understanding of the assignment (i.e., topic, purpose, audience, genre, constraints, parameters, process)*

## **Revising and Editing**

- Major and/or minor modifications to content, flow, format, etc.
- An evaluation of word choice throughout the project
- The removal paragraphs and sometimes, quite painfully, complete pages of text
- Rethinking the whole project and reworking it as needed
- Analysis of the consistency of tone and voice throughout the project
- Correction of minor errors in mechanics and typography
- Evaluation of the logical flow of thought between paragraphs and major ideas

# The Writing Process

## **Proofreading**

- Final stage in the writing process
- Detailed final reread(s) in order to find any mistakes that may have been overlooked in the previous revisions.

# *Faculty and Course Evaluations*

# *See you next week?*

Additional Strategies for Identifying  
and Securing Information

Course Review

*Assignments Due:*

- Research Paper
- Complete Information Diary