RESEARCH WRITING

Spring 2004,

N. Chang

Table of Contents

Assignments

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Exercise 1: Resources on the Web

For this exercise, you need to go to www.geocities.com/uvtenglish. For #1-3, the information can be found on the "Subject Resources" page. For #4-5, you will need to go to "Reference Resource" page.

1) Find out who the following mythical figures were using "Encyclopedia Mythica" (*Hint*: You should be able to find the answer by using the "search" box).
a) Ana   b) Cassandra   c) Diti   d) Tangun   e) Imliq   f) Yam

2) Find the titles of 3 poems written by the following poets using "American Poet."
a) Leslie M. Silko   b) Boris Pasternak   c) Mari Evans   d) Octavio Paz
e) Anne Bradstreet   f) J.D. McClatchy

3) Find a passage/verse spoken by Confucius on the following topics using "Bartleby's" (*Hint:* Confucius' work is non-fiction. Make use of the "search" box). Include the chapter and line where you found the information.
a) sorrow   b) love   c) family   d) friends/friendship   e) death   f) revenge

4) Find the name of 3 universities in the following countries.
a) Colombia   b) Slovenia   c) Sri Lanka   d) Luxembourg   e) Uruguay   f) Japan

5) Find and list the "7 Research Steps."

Exercise 2: Searching the WWW

Select a **single** topic of your choice and conduct a search in the three different types of search engines we discussed: general (e.g., Google), index (e.g., Yahoo), metadata (e.g., AskJeeves). You are conducting the same search in all of the three. Tell me the following:
1) The search term/s you used. For the "Index" type, you will need to start by selecting the categories/subcategories and then enter the search term (not forgetting to specify the search to "just this category")
2) Search results (# of findings) in each of the three search engines.
3) For your "general" search engine, try the "Advanced Search" function and limit your search to one or more of the advanced functions available (e.g., only in Bulgarian, from the last 6 mo., only from "edu" sites) How was the result different?
4) A brief narrative on which search engine you thought was the most useful and why. You may need to do some skimming of your search results. I don't expect you to actually visit the links.

Exercise 3: EBSCO Host

Go to http://search.epnet.com (Login ID: **S1234811**; Password: **password**)
Once you are logged in, follow the following steps:
1) Select "**EBSCOHost Web.**"
2) In the "Choose Databases" page, select "Academic Search Premier" (There should be a check mark next to it already) by clicking on "**Continue.**"
3) In the "Find" box, enter your search term/s. You search terms should include just the key words and no punctuation marks or prepositions. See examples below.
4) In the "Limit your results" box, select "**Full Text.**"
5) Click "**Search**" and you will see a new screen with your search findings.
6) Each article with its bibliographic information will be listed in order. There should also be an option for "HTML Full Text" or "PDF Full Text" (I recommend HTML). Click on either one and you should have the entire article for you to read.
7) Return to the previous page and continue searching, selecting, skimming...

Directions:
1) Come up with a good search term/s for the following topic*s*. You may want to narrow down the topic before proceeding. You don't actually have to do the search.
a) Bulgarian literature   b) immigration trend to the US   c) transvestites.

2) Conduct a search for **one** of the following topics and come up with a bibliography of 3 sources. Be sure to tell me what your search terms were.
a) HIV/AIDS   b) pollution   c) Shakespeare   d) Architecture

Bonus: Come up with your own topic and do a search. Tell me your topic (in a sentence or two), your search terms, and your search results (3-5 titles). (2 points)

Exercise 4: MLA Format

Write the bibliography for the following items using the proper MLA format. Type it.

Book: From Cover to cover by Kathleen T. Horning. Published in 1997 by Harper Collins publishing company in New York

Article in a Journal: An article titled Female Artist in George Eliot's Works published in the journal, Studies of Contemporary women writer. The article was on pages 102-34. Volume 40, printed in 1998. The author was Andria Cullen.

Article on a Webpage: An article called "Diabetes among Native American Children" by Kim Acton.<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?cmd=Retrieve&db=PubMed> I found this article on March 2, 2004. The sponsoring website is the National Library of Medicine (NLM) and the article was written in September 2002.

Article on a Webpage: "Healthy Living" on the website, Health Canada Online. No author. Last updated on 14 February 2004. < http://www.hc-sc.gc.ca/english/lifestyles>

Article from a Magazine: Culture shopping was published in The New Yorker. It was published in the February 15th, 2000 edition. Written by Claven Jonson (pp. 23-27).

Annotated Bibliography (10)
To do this exercise, you must have chosen a paper topic. After having gathered and reviewed some sources (books, magazines, journals, websites, etc.), you will compile an annotated bibliography. The list should have a minimum of 5 and a maximum of 10. The works listed do not have to be in your final paper. Remember, this is a working bibliography. Refer to the samples of the annotated bibliography we went over in class.

Critique (10)
Select one article you found on the web or preferably in EBSCO. Do a close reading of it and write a critique. The critique will be 2-3 paragraphs long. The first part will have a brief summary (author's main point and arguments) of the article and the second part will tell me your opinion (critique) of it.

Format: About 300 words (1 ½ page); double-spaced with standard font and margins
**Include the proper bibliographic citation of the article you are critiquing. I strongly recommend you get my "OK" on the article before you do this exercise.

Example:
    This article was about the … The authors described how…
    In my opinion, this was a very well written article containing valuable information for parents, friends, and teachers of young children…

Part 1: Techniques to Searching the WWW

The Internet is a terrific resource. It contains hundreds of web sites dedicated to thousands of topics. With so many sites, it is easy to get lost. Moreover, studies reveal that only about 20% of total content available on the Web are indexed with bulk of the indexed information biased in some ways. Knowing the types of search tools available and mastering some general search tips can make your search more profitable. The following are some tips to search the WWW:

1) Carefully & thoughtfully select your search term/s. Narrow it down!
2) Use Boolean Operators, such as,
   a. **And** (link terms: "Derrida and deconstruction and criticism")
   b. **Or** (one of the terms: "Derrida or Deconstruction" but this is not a good search. Try: "UN or United Nations")
   c. **Not** (finds the first word but not the second word)
   d. **Near** (finds words that are within few words)
3) Use quotations around phrases to find exact phrase ("to be or not to be")
4) Think of specific websites rather than just going to a search engine. For example, if you're searching for current news, try the *New York Times* or the *Washington Post*.

SEARCH ENGINES (General)

Most search engines use key words or phrases to conduct searches. Some of the popular ones are, Google, Altavista, Excite, and Lycos. Use the search box to narrow your search terms (e.g., Spanish literature >> 20th century >> Jorge Amado >> Dona Flor). Or try the "Advanced Search" Feature. You can specify features like language, date, domain, occurrence, file format, etc. Try limiting your search results to:

Language – "Return pages written in…" (Try just English or Bulgarian)
Date – Pages updated within the last 3, 6, 12 months or specify a time frame
Occurrences- Where the search term appears (in the title, text, links, url)
Domain – Specify exact addresses or .edu, .com, .net. Note, the country codes.
File Type – Only in pdf, xls, doc, html, etc. (Leave this alone)

CATALOGUES/INDEXES

These types of search engines are also referred to as "Subject Directory" sites. They list websites that are indexed in their catalogue. This may limit your findings but it partly ensures (quality?) and safety. Good examples are About.com and Yahoo.com. Refer to Yahoo's "Web Site Directory." Notice the hierarchical organization.

Business & Economy Click on one of the categories and you'll come to a list of
B2B, Finance, Shopping, Jobs.. more subcategories. You can select another category or proceed to searching a specific search term/s. At this point, be sure to check off "just this category"

Recreation & Sports
Sports, Travel, Autos, Outdoors... (ex: Recreation > Sports >martial arts> Taekwondo)
A search term? If necessary.

METASEARCH ENGINES

They search other search engines. They return findings recommended by other websites. Some of the popular ones are AskJeeves.com and Mamma.com. The search results tend to be more thorough and perhaps more relevant for academic- related searches. You'll get less ads promoting products and fewer results overall.

Part 2: Evaluating Information Sources

Student must use caution when searching the web, especially for academic purposes. Anybody with access to the Internet can post websites about topics that interest them. The information on these sites is not always accurate, reliable, and

Research Writing (2nd Year)

trustworthy. Therefore, one must learn how to evaluate websites as well as all other sources of information. You need to know how to make informed decisions about which sources to use and to discard. This is true of books, magazines, pamphlets, newspapers, journals, brochures, websites, and various other media reports. The following are some basic questions to get you started:

1) What kind of information are you looking for? Facts? Opinions? News reports? Research studies? Analyses? Personal reflections? History? This will determine the type of sources you search.
2) Where would be a likely place to look? Libraries? The Internet? Academic periodicals? Newspapers? Government records?
3) Evaluate Bibliographic Citations:
    - Author's credential (educational background, subject area, other books written, references, institutional affiliation/s)
    - Time (When was it published or what's the "last revised" date?)
    - Publisher (How reputable is it? Is it a University Press or a Government Agency?)
4) Audience (Who's the intended audience? Is it a sales pitch?)

Evaluate Content
Once you find a source, try to determine the content of the source- is it fact, opinion, or propaganda? Be a critic and ask questions (Is there enough evidence? Is the language objective? Are there generalizations and oversimplification? How timely is the information? Is the argument one-sided?). Scan the following:

1) Preface- this gives the author's goal of the book/work.
2) The table of contents & index
3) References and citations

Evaluating Internet Sources
The Internet is a great resource but it shouldn't be the sole source of information. Finding quality information on the web can be difficult because anyone can put up information on the web and there's no way to monitor their activities and the type of information they put up. For academic purposes, always document your searches so you know exactly where you found the information. Include the website address, date, author, and sponsoring organization. The following are some guidelines to help you evaluate Internet sources:

1) Authorship (How reliable is the author or the sponsoring organization? Is there a clear indication of who the author is and do they take responsibility for the content? Is there some kind of monitoring or review of the site?)
2) Check the domain:
   - .edu = educational institutions
   - .gov = governmental agencies or otherwise government sponsored
   - .org = nonprofit agencies, advocacy groups
   - .com = private, commercial, promoting sales
3) Check the accuracy of information by asking yourself a list of questions (e.g., Is it verifiable? Is there a political, ideological, religious bias?)
4) Determine the goal of the website (e.g. Is it to provide public information, to promote products, or to persuade/advocate?)
5) Access- how did you find this website? Was it through other links? If so, from reputable sites or ads? A subject directory? A search engine?

Part 3: Using Print Materials

For print materials, you will need to use the library (e.g., American Corner and the British Council). The following is a guideline for library research:

1) Browse the library and understand its classification scheme.
2) Know how to use the library catalog.
3) Look through the available magazines, journals, newspapers, etc.

See what reference sources are available (e.g., Indexes, Bibliographies, Collection of abstracts, Research guides, Dictionaries, Encyclopedias, Biographical sources, Atlases, Statistical sources).

Part 4: Using Databases: EBSCO Host

First of all, what's a database?
> A collection of data organized for rapid search and retrieval. EBSCO Host is one such database with a collection of high-quality, scholarly information.

EBSCO Host
Within EBSCO, there are different types of databases which are organized according to subjects (e.g., humanities, social sciences, medical science, business). You will select the specific database you want to search. There is a range of advanced searching features. Results can be limited or refined by various criteria including subject, author, journal, date, peer-reviewed status and full text availability. You can also print, e-mail or download multiple articles.

Part 5: The Process

(   ) **Choose & narrow a topic**. Remember a good topic will have an argumentative side. You need to make an original claim about your topic. In other words, you should not write about the "Different types of Tea" or the "History of Veliko Turnovo."

(   ) Begin **preliminary reading and develop a thesis**. Remember, a thesis statement generally consists of two parts: 1) your topic, and 2) the analysis, explanation, or assertion that you're making about the topic with a clear organizational plan.

(   ) **Gather Information** & compile a working **bibliography**
    (   ) Books   (   ) Magazines, newspapers
    (   ) Journals   (   ) Websites
    (   ) Videos, films (   ) Other

(   ) **Take notes** from your research

(   ) Write an **outline** (using your notes). Remember a good outline provides a general description of your research paper. It's a visual design of your paper.

(   ) **Finalize your thesis** (a strong argument) & your **outline** (logically organized)

(   ) Write a rough draft
(   ) Check your documentation
(   ) Revise and rewrite
(   ) Check your MLA format
(   ) Proofread (grammatical corrections
(   ) Final Copy!

Part 6: Annotated Bibliography

A bibliography is a list of sources (books, journals, websites, periodicals, etc.) one has used for researching a topic. A bibliography includes the bibliographic information (i.e., the author, title, publisher, etc.). An annotation is a summary and/or evaluation of the source. Therefore, an annotated bibliography should: 1) summarize the main points and arguments, 2) assess usefulness of the source, and 3) reflect on how it fits into your research.

The format of an annotation will vary but you will always include the bibliographic information. It will most likely be in a paragraph format.

Sample 1
Emig, Janet. "Writing as a Mode of Learning." <u>The Writing Teacher's Source Book</u>. 2nd ed. Ed. Gary Tate. New York: Oxford UP, 1988. 85-93
In this highly influential essay, Emig argues that writing is one of the best tools for learning as it involves the whole brain in all the processes: doing, depicting, and symbolizing (wording). This essay is the corner stone for many WAC and WID initiatives and the pedagogical theory they are based upon.

Sample 2
Kerr, Frances. "Feeling Half-Feminine: Modernism and the Politics of Emotion in The Great Gatsby." American Literature 68 (1996): 405-31.
A brilliant analysis of the homoerotics in the novel--Nick's attraction to McKee and to Gatsby. Kerr thinks the tennis girl with sweat on her lip is Jordan (which I think is wrong); she notes that Jordan has more control over her emotions than the other women in the novel (Daisy and Myrtle). Kerr argues that Nick's narrative about his dumping her "leads the reader to believe that it is Jordan's indifference, shallowness, and dishonesty that prompt his move. The psychological subtext of Gatsby, however, suggests a motivation entirely different. Nick Carraway identifies with and feels most romantically drawn not to 'masculine' women but to 'feminine' men" (418).

Part 7: Writing a Critical Review

For your research, you will be reading materials which are informative, insightful, and personally biased. Any time you read these materials, you should approach it with a critical eye. Think carefully about what the author has written and ask whether or not the writer has done a good job of supporting his/her argument. Once you have carefully read and clearly understood the material, you will write a "critique." A good critique will do the following:
1) State the author's purpose in writing the article.
2) Figure out the key question in the mind of the author when he/she wrote the article.
3) Identify the important facts, data, and resources that the author uses.
4) State the author's concluding points.
5) Finally, state your opinion and support it with clear, specific reasons.

Article selection is perhaps the most important part of writing a critique. Select an article which is relevant and useful to your topic as well as of interest you.

Section 8: MLA Format

MLA is the standard guideline for formatting your paper written in the English language. The proper use of MLA style also shows the credibility of writers and can protect writers from accusations of plagiarism by knowing how to give appropriate credit

Basic Format
- Standard sized paper, double spaced with 1 inch margin all around.
- A double-spaced entry in the top left corner of the first page that lists your name, your instructor's name, the course, and the date.
- A header that numbers all pages consecutively in the upper right-hand corner (one-half inch from the top and flush with the right margin).
- Center your title on the line below the header with your name, and begin your paper immediately below the title.

Making Reference to Works of Others in your Paper (*MLA Style*, chapter 7)
This is done by paraphrasing or quoting. Then you cite the appropriate source by: 1) providing the author's name (or the title of the work) and the page (or paragraph) number of the work in a parenthetical citation and 2) providing full citation information for the work in your "Works Cited" list.

Parenthetical Citation
MLA format follows the author-page method of citation. This means that the author's last name and the page number(s) from which the quotation is taken must appear in the text, and a complete reference should appear in your works cited list (see "Works Cited" page below). The author's name may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of your sentence.

Example:
Wordsworth stated that Romantic poetry was marked by a "spontaneous overflow of powerful feelings" (263).

Romantic poetry is characterized by the "spontaneous overflow of powerful feelings" (Wordsworth 263).

Wordsworth extensively explored the role of emotion in the creative process (263).

If the work you are making reference to has no author, use an abbreviated version of the work's title. For non-print sources, such as films, TV series, pictures, or other media, or electronic sources, include the name that begins the entry in the Works Cited page.

Example:
An anonymous Wordsworth critic once argued that his poems were too emotional ("Wordsworth Is A Loser" 100).

Sometimes more information is necessary to identify the source from which a quotation is taken. For instance, if two or more authors have the same last name, provide both authors' first initials (or even her or his full name if different authors share initials) in your citation. If you cite more than one work by a particular author, include a shortened title for the particular work from which you are quoting to distinguish it from the other works by that same person.

Quotations
This is when you directly quote the works of others in your paper by using quotations marks ("…").

Short Quotations
To indicate short quotations (fewer than four typed lines of prose or three lines of verse) in your text, enclose the quotation within double quotation marks and incorporate it into your text. Provide the author and specific page citation (in the case of verse, provide line numbers) in the text, and include a complete reference in the "Works Cited" page. Punctuation marks such as periods, commas, and semicolons should appear after the parenthetical citation. Question marks and exclamation points should appear within the quotation marks if they are a part of the quoted passage but after the parenthetical citation if they are a part of your text.

Example:
According to some, dreams express "profound aspects of personality" (Foulkes 184), though others disagree.

According to Foulkes's study, dreams may express "profound aspects of personality" (184).

Is it possible that dreams may express "profound aspects of personality" (Foulkes 184)?

Cullen concludes, "Of all the things that happened there/ That's all I remember" (11-12).

Long Quotations
Place quotations longer than four typed lines in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented one inch from the left margin, and maintain double-spacing. Your parenthetical citation should come after the closing punctuation mark.

Example:
Nelly Dean treats Heathcliff poorly and dehumanizes him throughout her narration:
> They entirely refused to have it in bed with them, or even in their room, and I had no more sense, so, I put it on the landing of the stairs, hoping it would be gone on the morrow. By chance, or else attracted by hearing his voice, it crept to Mr. Earnshaw's door, and there he found it on quitting his chamber. Inquiries were made as to how it got there; I was obliged to confess, and in recompense for my cowardice and inhumanity was sent out of the house. (Brontë 78)

Adding or Omitting Words in quotations
Use bracket to indicate addition or omission.

Example:
Jan Harold Brunvand, in an essay on urban legends, states: "some individuals [who retell urban legends] make a point of learning every rumor or tale" (78).

Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale […] and in a short time a lively exchange of details occurs" (78).

Works Cited Page (*MLA Style*, chapter 4)
- Begin your works cited list on a separate page from the text of the essay under the label Works Cited (with no quotation marks, underlining, etc.), which should be centered at the top of the page.
- Make the first line of each entry in your list flush left with the margin.
- Subsequent lines in each entry should be indented one-half inch.
- Double space all entries with no skipped spaces between entries.
- Keep in mind that underlining and italics are equivalent; you should select one or the other to use throughout your essay.
- Alphabetize the list of works cited by the first word in each entry (usually the author's last name)

Basic Forms for Print Materials

Books
Palmer, William J. Dickens and New Historicism. New York: St. Martin's, 1997.

---. The Films of the Eighties: A Social History. Carbondale: Southern Illinois UP, 1993.

Gillespie, Paula, and Neal Lerner. The Allyn and Bacon Guide to Peer Tutoring. Boston: Allyn, 2000.

Books with Corporate Author
American Allergy Association. <u>Allergies in Children</u>. New York: Random, 1998.

Books or articles with no Author
<u>Encyclopedia of Indiana</u>. New York: Somerset, 1993.

"Cigarette Sales Fall 30% as California Tax Rises." <u>New York Times</u> 14 Sept.
      1999: A17.

Anthology or a collection (with editors)
Peterson, Nancy J., ed. <u>Toni Morrison: Critical and Theoretical Approaches</u>.
      Baltimore: Johns Hopkins UP, 1997.

An essay or article in a collection
Harris, Muriel. "Talk to Me: Engaging Reluctant Writers." A<u>Tutor's Guide: Helping</u>
      <u>Writers One to One</u>. Ed. Ben Rafoth. Portsmouth, NH: Heinemann, 2000.
      24-34.

Article from a reference book
"Jamaica." <u>Encyclopedia Britannica</u>. 1999 ed.

Magazine or Newspaper
Poniewozik, James. "TV Makes a Too-Close Call." <u>Time</u> 20 Nov. 2000: 70-71.

Essay in a Journal
Allen, Emily. "Staging Identity: Frances Burney's Allegory of Genre." <u>Eighteenth-Century</u>
      <u>Studies</u> 31 (1998): 433-51.

Electronic Sources

Websites
Felluga, Dino. <u>Undergraduate Guide to Literary Theory</u>. 17 Dec. 1999. Purdue
      University. 15 Nov. 2000
        <http://omni.cc.purdue.edu%7Efelluga/theory2.html>.

Article on a website
Poland, Dave. "The Hot Button." <u>Roughcut</u>. 26 Oct. 1998. Turner Network
      Television. 28 Oct. 1998 <http://www.roughcut.com>.

*If there are no authors to the website or the article, begin with the title.
There are numerous other formats for online images, online journals, emails, listservs,
posting, CD-rom, etc. If you need further information, consult the MLA Style book on
reserve or see me.

Other Types of Sources

Advertisement
Lufthansa. Advertisement. <u>Time</u> 20 Nov. 2000: 151.

Television or radio program
"The Blessing Way." <u>The X-Files</u>. Fox. WXIA, Atlanta. 19 Jul. 1998.

Sound recording
U2. <u>All That You Can't Leave Behind</u>. Interscope, 2000.

Film

<u>The Usual Suspects</u>. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz,
      Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

TV Advertisement

Staples. Advertisement. CBS. 3 Dec. 2000.

Section 9: Professional Writing

Business Letter (General)

All "business" letters have the basic parts: **date, sender's address, recipient's address, salutation, body, closing, enclosures** (if any).

Business Letter Model

March 1, 2004

Angela Brown
322 Foxworthy St.
Fullerton, CA 92833

Dear Ms. Brown:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

(Your Signature)
Maria Dareva
123 Turnovo Lane
Veliko Turnovo 5003
Bulgaria

Cover Letter (for employment)

The motto here is to sell yourself. Don't be modest about your abilities and qualifications. Here are some helpful tips:
- Individualize your letter.
- Address a specific person (if possible).
- Be clear with your goals.
- Highlight your qualities.
- Conclude with clear, courteous request for a reply.
- Be professional and presentable.
- Seek advice and have others read/proofread it.

Cover Letter Model

Date

First and Last Name
Their position/title
Company Name
Address
Address
City, State, Zip-code

Dear Ms./Mr./Dr. Last Name,

The first paragraph of your cover letter should get the reader's attention, stimulate interest, and be appropriate for the job you are seeking. You should make your goal clear to readers, and preview the rest of your letter. It is also appropriate to mention where you learned of the job opening.

Focus on your two or three strongest qualifications for a position in your cover letter. Even only one *strong* qualification is enough to discuss in a cover letter. Each qualification you discuss should be placed in its own paragraph, and your letter as a whole should not exceed one typed page.

Each body paragraph should begin with a topic sentence that highlights one qualification. This qualification should be illustrated with specific details, and you should demonstrate how this qualification will benefit the employer. Ask the reader to refer to your resume, if possible.

Your conclusion should ask for a personal interview (be flexible regarding a date and time for the interview), be specific about how the interviewer should contact you, and include a thank you.

Sincerely,

(Your Signature)
Your Name

Enclosure: resume

Email Etiquette
Keep in mind the following:
- Recipient (keeping in mind, your emails are public)
- Format (in readable paragraphs)
- Sending attachments (scan for virus and have a clear title)
- Length (keep it brief and to the point)
- Tone (avoid emotional, inflammatory emails)

Resume
In your resume, employers usually want to see how you are qualified to work with their company and how you can convey your specific qualifications effectively in print. Be as persuasive as possible when writing your resume; you are trying to sell yourself and your skills. Research the company and think about what qualifications the employer will most likely be looking for. Next, tailor your resume to show off any special abilities or training you have in the area. You can design your resume to show your skills, personality, and qualifications for a position. Resumes have several standard sections which contain information that the employer will want or need to know such as:

Name, Address, Career Objective, Education, Job Related Courses, Work Experience, Skills, Activities, Honors, References, and Portfolio.

Helpful Tips
- Make your name stand out with Bold Text, <u>Underlining</u>, or ALL CAPITAL LETTERS.
- Keep your resume clear and easy-to-read with one or two different font styles and sizes. Avoid the busy look of too many styles and sizes.
- "You are the best candidate for this position because…"
- Use different font styles to emphasize certain items and lines.
- Use action verbs in the description of your jobs and activities.
- Always list your phone numbers and addresses… ALWAYS.
- Match your resume style to the company and position you want.
- Research your company before preparing your resume. Be alert to the possibility of changes in the company.
- Eliminate excessive punctuation, and omit articles (a, an, the) if needed.

Part 10: Sample

-- new page ---

<div align="right">Jones 1</div>

Tracy Jones

Mr. K. Smith

ENG-4GN-01

16 February 2004

<div align="center">The Many Facets of Taboo</div>

The World Book Encyclopedia defines Taboo as "an action, object, person, or place forbidden by law or culture" (Dundes).

As pointed out in the Occultopedia, another word for taboo is "tabu" a Polynesian word meaning that which is banned. The Occultopedia also points out that taboo is found among many other cultures including the ancient Egyptians, Jews and others (Taboo).

Mary Douglas has analyzed the many facets and interpretations of taboos across various cultures. In her view, taboos could be considered a kind of "brain-washing" (2549) as they are transmitted to individuals along with an entire cultural system made up of a pattern of values and norms.

In reference to Freak Shows at circuses, an interesting observation is made that people

<div align="right">Research Writing (2nd Year)</div>

who possess uncommon features and who willingly go out in public to display such oddities to onlookers are acting as "modern-day taboo breakers" by crossing the "final boundary between societal acceptance and ostracism." (Rothenberg).

In traditional British East Africa, between the time of puberty and marriage, a young Akamba girl must maintain an avoidance relationship with her own father (Freud 17).

Looking at taboo in a modern society, Marvin Harris gives an interesting example of the application of cultural materialism to the Hindu taboo against eating beef (qtd. in McGrath).

--- new page ---

Works Cited

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