

\*As of today (Th 12/12), I have provided detailed written feedback on every first draft and met with every group to discuss revision strategies. As you revise your first draft of your write-up and work towards your final draft, you should pay particular attention to the following guidelines:

1. Kind in mind that your group will need to go through a number of drafts/revisions before you submit the final project. I strongly suggest you use revision techniques such as color-coding and reverse outlining as you revise. Use the detailed Peer Review Assignment I distributed in class to help you revise your own write-up (section 2 on paragraph development takes you through the steps of reverse outlining).
2. This is an argumentative researched report. In this report you will teach your readers/audience about the issue you researched, help them to think about the problem in a new way (through a detailed exploration of your research question), persuade them to take the course of action you suggest (your recommendations) to improve the situation.
3. Although this is a researched report, your goal is not to simply present facts that you dug up and then to re-present them back to your readers. Your goal is also not to provide a broad/general overview of your topic (like a Wikipedia entry). Your primary objective is to argue your point of view on the issue/argue your recommendations and demonstrate your analysis (your interpretation of all the various sources you have compiled) of a focused issue and specific research question. Therefore, you should use information and quotations from your sources to support your position (not the other way around). Remember, this is an argumentative essay with research (not just a researched paper).
4. This write-up differs from a traditional academic research paper in which you simply discuss research from journals, books, articles, etc. Here, there is much emphasis on discussion/analysis of your fieldwork (observations and surveys), so don't just throw that info. in the appendices. Remember, your fieldwork materials are sources too, and they are crucial because they have local/context-specific data (and the goal of this assignment is to produce local/context-specific information).
5. However, most groups really need to work to integrate their academic research (from your annotated bibliographies, library session, etc.) into the body of their reports, to strengthen/provide evidence for analysis. This is an important part of your write-up. You can just list your subjective opinions and what you found from experiencing City Tech on a first-hand basis.
6. The sophistication/clarify/persuasiveness of your recommendations is key to a strong report. Recommendations should be detailed and supported with evidence/research (you may have to do additional research for this portion of your report).
7. The overview of your issue/problem and the contextualizing of it (presentation of relevant background information) in this write-up are crucial so that your readers have the necessary context/info. they need to understand your subject and argument. Introduce/define any key terms/concepts (for your argument) in this section as well. In your tone/approach, move away from tentativeness/proposal and state your argument clearly and confidently. You can't just jump right into your sources or recommendations without a discussion first of the issue and its rationale/the stakes this necessary background information.
8. Really work on strong topic sentences for each body paragraph. Lead with your claims (and their significance) instead of just listing details/facts from sources (don't start body paragraphs merely with "another aspect" or "another factor"). You don't want your report to stay in the same place (horizontal); instead you want it to grow and build with each new paragraph, developing your argument as you move through the report. It is crucial that you use transitions, reflect on the links between your various sentences, ideas, sources (etc.), and then connect the dots for your readers (don't leave them guessing). You need to bring something new to your topic (not just re-presenting back facts). I know that this can seem like a daunting task, but remember that synthesizing all of the information you have found and weaving it together is already a work of intellectual effort (which involves analysis, evaluation, etc.), so by doing so, you are already creating an argument (rather than just summarizing).

Also, your fieldwork is unique to your group, and presents a different view on the topic than your traditional academic research.

9. It is important that you provide counter-argument(s) to your take on the issue/problem and recommendations. Even though you might think it is better to only stick to your “side” of the story (and to not let readers know of any possible opposing viewpoints), presenting counter-arguments actually strengthens, not weakens, your thesis. Of course, you can’t just give a whole paragraph of objections/criticisms (that contradict your argument) – especially towards the end of your report– and then dismiss them in one sentence; it is crucial that you engage with the alternative viewpoints (acknowledge that they have some merits, but then show – with qualifications perhaps – how they are insufficient, unconvincing, etc.). You will come across as more balanced/credible writers for providing these alternative viewpoints.
7. Use a mix of summary, paraphrase, and quotations in your essay to ensure the quality and incorporation of your research.
8. The report should be written in the present tense.
9. The report should be written in the 3<sup>rd</sup> person (no 1<sup>st</sup> or 2<sup>nd</sup>, except in certain Appendices, where relevant).
10. This is a collaboratively written report, so even if you broke up the writing up it into different sections/parts by different individuals, you need to all go over it together (multiple times) before turning in the final project to make sure the final project flows well, is written in one voice (in particular, make sure there is not “I,” a dead giveaway of individual—not collaborative—writing), is edited, has appropriate transitions/flows, and follows logically from one point to the next.
11. Transitions and paragraph development (topic sentence, making claims, providing evidence) are key to a good report, and I strongly encourage you to visit the Writing Resources on OpenLab to review these and other issues.
12. Appendices need to be in the correct order (see the Assignment details on our course site) and revised (don’t just copy/paste material from your pre-draft and leave it at that). Also, if there are any other Appendices that are relevant to your project that I have not listed, feel free to include them after the other ones
13. The Table of Contents needs to be included and easy to read/navigate. Consider subdividing it (for example, for the Interview Appendix, you might want to subdivide for each person’s transcription, etc.). Each Appendix should start on a new page and should be labeled appropriately.
14. You need to include correct citations, MLA style (both in-text and Works Cited). Remember that all sources used in the report (including your fieldwork: observations, surveys, and interviews are sources and must be cited appropriately) must be cited and included in the Works Cited Page. Any report that is submitted without complete/accurate in-text citations and a full Works Cited page will not be able to be graded, and will receive no credit for the project. Additionally, any report that has *any* instance of plagiarism will receive an automatic zero for the project. If you are unsure about anything related to citation (including introducing, quoting, paraphrase, and summary of sources), please review the resources on our site and then contact me if you have any questions/concerns.
15. Pay attention to sentence-level issues, including proofreading. No group should be turning in any draft (whether first or final) with any typos or other similar errors in it. You should revise your draft thoroughly, including reading it out loud to catch any mistakes. I encourage you to visit the Learning Center for tutoring if you need further help in working at the sentence-level.
16. Remember that, as always, once you change one thing in your write-up, others will need to change others as well (you can’t just make revisions in isolation). Make sure that you read through each draft of your write-up multiple times (after you think you are finished!) to ensure that all of its parts fit together well. I would suggest reviewing Harvey’s “Elements of an Academic Essay” handout (you can find this under “Writing Resources” on our course site) too as you revise.