

Getting started with writing assignments

iSchool Writing Workshop Module 2

February 21, 2018

Katrina Fenlon

iSchool at Illinois

Who Are We?

- Paige Cunningham
pdcunni2@illinois.edu
- Kayleigh Van Poolen
psvan@illinois.edu
- Stacy Wykle
wykle2@illinois.edu

Moodle // Writing Resources:

<https://courses.ischool.illinois.edu/course/view.php?id=1705>

Review of Module 1

What to cite:

- Direct quotations
- Ideas (paraphrased/rephrased)
- Tables from someone else's work
- Images from someone else's work

How to cite:

[Purdue OWL](#) resource offers guides on:

- [APA](#) style
- [MLA](#) style
- [Chicago](#) style

Grammar resources:

- [Purdue OWL](#) General Writing Resources (Mechanics, Grammar, Punctuation, etc.)
- [Grammarly](#) browser extension
- [Dictionary](#) for English Learners

Looking ahead to Module 3...

Genres and resources

- Common genres of grad school writing
- Common genres in the workplace
- Audience and tone

Goals for today

How to read writing assignments

Goals for today

How to read writing assignments

Prewriting strategies

Goals for today

How to read writing assignments

Prewriting strategies:

1. Crafting a thesis or research question

Goals for today

How to read writing assignments

Prewriting strategies:

1. Crafting a thesis or research question
2. Outlining

Goals for today

How to read writing assignments

Prewriting strategies:

1. Crafting a thesis or research question
2. Outlining
3. Finding sources of evidence

How to read writing assignments



Common genres of writing assignments

- Reading responses
- Forum posts
- Research papers
- Annotated bibliographies
- Memos
- What else?

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.
- Your paper may cite readings from the syllabus, but you *must* cite at least 8 additional scholarly publications (peer-reviewed conference papers, journal articles, or academic books) not included in the syllabus. Papers may use MLA, APA or Chicago styles, as long as you use them consistently.
- Papers will be graded in part on demonstration of critical reasoning and ability to develop a coherent argument over the course of the paper.
- You should submit a one-paragraph abstract of your paper topic and a list of at least 5 additional readings you intend to use on the paper by [date].

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an **original research paper** of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of **12-15 pages**, double spaced, on a topic related to socio-technical systems and design of your choice.

Example assignment 1


Research Paper (25%)

- For this assignment, you will write an original research paper of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.
- **You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.**

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.




Sociotechnical design


Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of **12-15 pages**, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.



Sociotechnical design



Sociotechnical design +
healthcare

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of **12-15 pages**, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.

Sociotechnical design

Sociotechnical design +
healthcare

Considerations for
sociotechnical design:

Experiences with an electronic
patient record in a clinical
context

[1]

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.
- Your paper may cite readings from the syllabus, but you *must* **cite at least 8 additional scholarly publications** (peer-reviewed conference papers, journal articles, or academic books) not included in the syllabus. Papers may use MLA, APA or Chicago styles, as long as you use them consistently.

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.
- Your paper may cite readings from the syllabus, but you *must* cite at least 8 additional scholarly publications (peer-reviewed conference papers, journal articles, or academic books) not included in the syllabus. Papers may use MLA, APA or Chicago styles, as long as you use them consistently.
- **Papers will be graded in part on demonstration of critical reasoning and ability to develop a coherent argument over the course of the paper.**

Example assignment 1

Research Paper (25%)

- For this assignment, you will write an original research paper of 12-15 pages, double spaced, on a topic related to socio-technical systems and design of your choice.
- You can focus on policy, theory, design practices, research methods, implementation practices, or another topic of your choice. You can use the syllabus as a guide to appropriate topics.
- Your paper may cite readings from the syllabus, but you *must* cite at least 8 additional scholarly publications (peer-reviewed conference papers, journal articles, or academic books) not included in the syllabus. Papers may use MLA, APA or Chicago styles, as long as you use them consistently.
- Papers will be graded in part on demonstration of critical reasoning and ability to develop a coherent argument over the course of the paper.
- You should submit a one-paragraph abstract of your paper topic and a list of at least 5 additional readings you intend to use on the paper by [date].

Example assignment 2

Modeling scenario memorandum 1: DRAFT A MEMO REQUESTING CLARIFICATION ON A POLICY

Modeling scenario memoranda are short written assignments (typically 1-2 pages). In these memos, you will offer analyses and recommendations, and request clarifications, related to modeling exercises and the case studies that frame them. The audience for such memos generally includes professional colleagues, clients, and supervisors; you will practice writing for these audiences.

Assessment of your work on these exercises will be based on the clarity of your writing and on your success in presenting the appropriate tone. For recommendations on tone in business writing, consult the resources at <https://owl.english.purdue.edu/owl/resource/652/1/>.

Example assignment 2

Modeling scenario memorandum 1: DRAFT A MEMO REQUESTING CLARIFICATION ON A POLICY

Modeling scenario memoranda are **short written assignments (typically 1-2 pages)**. In these memos, you will offer analyses and recommendations, and request clarifications, related to modeling exercises and the case studies that frame them. The audience for such memos generally includes professional colleagues, clients, and supervisors; you will practice writing for these audiences.

Assessment of your work on these exercises will be based on the clarity of your writing and on your success in presenting the appropriate tone. For recommendations on tone in business writing, consult the resources at <https://owl.english.purdue.edu/owl/resource/652/1/>.

Example assignment 2

Modeling scenario memorandum 1: DRAFT A MEMO REQUESTING CLARIFICATION ON A POLICY

Modeling scenario memoranda are short written assignments (typically 1-2 pages). In these memos, you will offer analyses and recommendations, and request clarifications, related to modeling exercises and the case studies that frame them. **The audience for such memos generally includes professional colleagues, clients, and supervisors; you will practice writing for these audiences.**

Assessment of your work on these exercises will be based on the clarity of your writing and on your success in **presenting the appropriate tone**. For recommendations on tone in business writing, consult the resources at <https://owl.english.purdue.edu/owl/resource/652/1/>.

Constraints

For any writing task

- Genre
- Length
- Topic
- Audience
- Context (tone)

Prewriting strategies

1. Crafting a thesis statement or research question
2. Outlining
3. Finding sources of evidence


Prewriting strategy: Crafting a thesis or research question



What is a thesis statement? What is a research question?

Statement of **purpose**

What is a thesis statement? What is a research question?



Sociotechnical design

What is a thesis statement? What is a research question?

Sociotechnical design

Broad research question:

What is sociotechnical design theory?

Broad thesis statement:

This paper describes sociotechnical theory and how it is applied to the design of information systems.

What is a thesis statement? What is a research question?

Sociotechnical design

Sociotechnical design +
healthcare

What is a thesis statement? What is a research question?

Sociotechnical design

Sociotechnical design +
healthcare

Less broad research question:

How may sociotechnical design be applied to healthcare information systems?

Less broad thesis statement:

This paper argues that sociotechnical theory is imperative to the effective design of healthcare information systems.

What is a thesis statement? What is a research question?

Sociotechnical design

Sociotechnical design +
healthcare

Considerations for
sociotechnical design:

Experiences with an electronic
patient record in a clinical
context

[1]

What is a thesis statement? What is a research question?

Sociotechnical design

Sociotechnical design +
healthcare

Considerations for
sociotechnical design:

Experiences with an electronic
patient record in a clinical
context

[1]

Narrow thesis statement:

“This paper argues that we should understand the process of IT design as the development of sociotechnical configurations. ...” [1]

Thesis statements and research questions

Specific

Clear, precise statement of **purpose**

Accurate

Check its accuracy against your paper, and check again (and again)

Thesis statements and research questions

This paper will discuss _____.

This paper will describe [specific phenomenon / in specific context / with the goal of...].

This paper will argue that _____.

Thesis statements and research questions

This paper will discuss _____.

This paper will discuss sociotechnical design and healthcare.

This paper will describe [specific phenomenon / in specific context / with the goal of...].

This paper will argue that _____.

Thesis statements and research questions

This paper will discuss _____.

This paper will discuss sociotechnical design and healthcare.

This paper will describe [specific phenomenon / in specific context / with the goal of...].

This paper will describe how sociotechnical theory may be applied to the effective design of healthcare information systems

This paper will argue that _____.

Thesis statements and research questions

This paper will discuss _____.

This paper will discuss sociotechnical design and healthcare.

This paper will describe [specific phenomenon / in specific context / with the goal of...].

This paper will describe how sociotechnical theory may be applied to the effective design of healthcare information systems

This paper will argue that _____.

“This paper argues that we should understand the process of IT design as the development of sociotechnical configurations.” [1]

Extended thesis statement

“This paper argues that we should understand the process of IT design as the development of sociotechnical configurations. Drawing upon our experiences with an electronic patient record (EPR) on an Intensive Care Unit (ICU), we depict medical work practices as natural systems. Several considerations for design are developed. First, the EPR should not be overly structured with rationalistic and prefixed notions of the organization and content of medical work. Implementing structure is crucial, however, this should be derived from detailed, empirical knowledge of the practice involved. Second, it is crucial to ensure that the usage of the system will yield immediate benefits for primary users: the systems should support work, not generate it. Third, designing IT should include being aware of the socio political nature of seemingly 'neutral' tools as EPRs.” [1]

Extended thesis statement

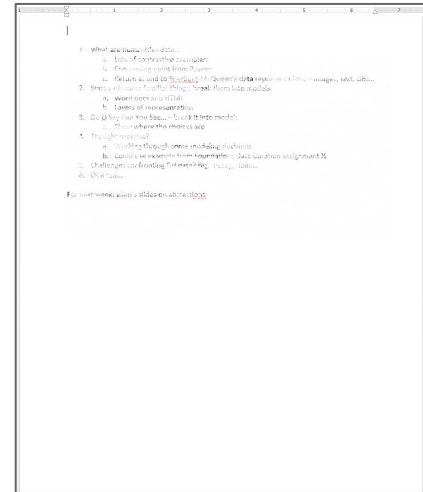
“**This paper argues** that we should understand the process of IT design as the development of sociotechnical configurations. Drawing upon our experiences with an electronic patient record (EPR) on an Intensive Care Unit (ICU), **we depict** medical work practices as natural systems. Several considerations for design **are developed**. **First**, the EPR should not be overly structured with rationalistic and prefixed notions of the organization and content of medical work. Implementing structure is crucial, however, this should be derived from detailed, empirical knowledge of the practice involved. **Second**, it is crucial to ensure that the usage of the system will yield immediate benefits for primary users: the systems should support work, not generate it. **Third**, designing IT should include being aware of the socio political nature of seemingly 'neutral' tools as EPRs.” [1]

Iterative writing process

Draft thesis statement or research question
(Statement of initial purpose)

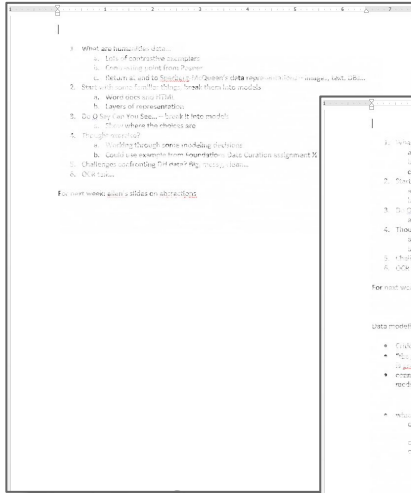
Iterative writing process

Draft thesis statement or research question
(Statement of initial purpose)

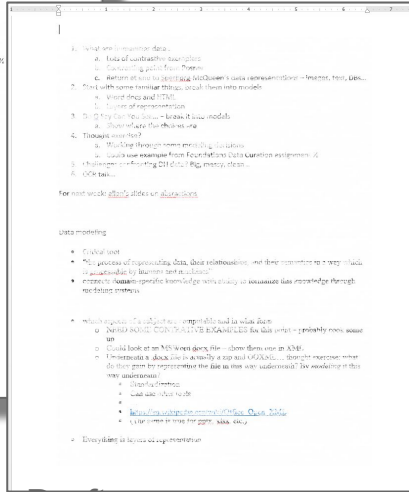


First draft

Iterative writing process

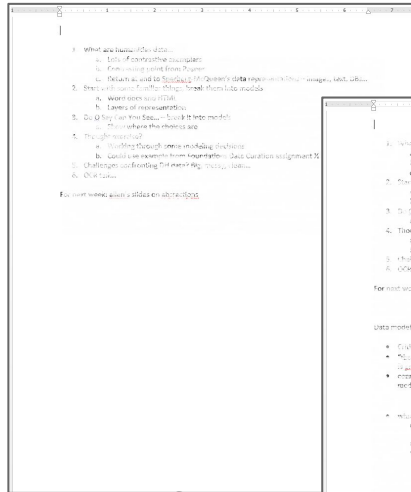


First Draft

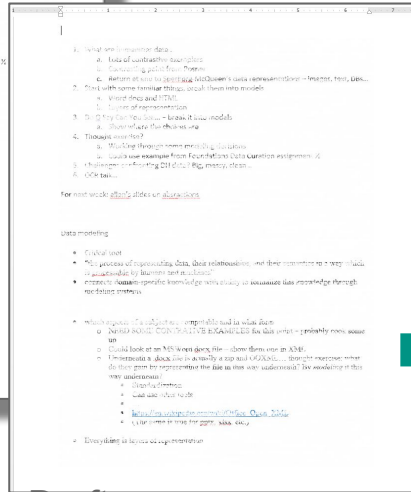


Draft

Iterative writing process



First Draft



Draft



**Revised thesis statement
or research question
(Statement of purpose)**

Iterative writing process

1. What are the data sources?
a. Data of choice/the assignment
b. Knowledge and how to use it
c. Details as well as Statistics? (Donner's data requirements) (Donner's data requirements)
2. What is the research question?
a. What are the research questions?
b. Layers of research questions
3. Do they all fit the question? (Donner's data requirements)
4. How to use the data?
a. Analyzing through some statistical techniques
b. Can you use regression from Foundations? (Donner's data requirements)
c. Challenges and finding the best way to use the data
5. What is the conclusion?

1. What are the data sources?
a. Data of choice/the assignment
b. Knowledge and how to use it
c. Details as well as Statistics? (Donner's data requirements) (Donner's data requirements)
2. What is the research question?
a. What are the research questions?
b. Layers of research questions
3. Do they all fit the question? (Donner's data requirements)
4. How to use the data?
a. Analyzing through some statistical techniques
b. Can you use regression from Foundations? (Donner's data requirements)
c. Challenges and finding the best way to use the data
5. What is the conclusion?

1. What are the data sources?
a. Data of choice/the assignment
b. Knowledge and how to use it
c. Details as well as Statistics? (Donner's data requirements) (Donner's data requirements)
2. What is the research question?
a. What are the research questions?
b. Layers of research questions
3. Do they all fit the question? (Donner's data requirements)
4. How to use the data?
a. Analyzing through some statistical techniques
b. Can you use regression from Foundations? (Donner's data requirements)
c. Challenges and finding the best way to use the data
5. What is the conclusion?

(Re)revised thesis statement or research question (Statement of purpose)

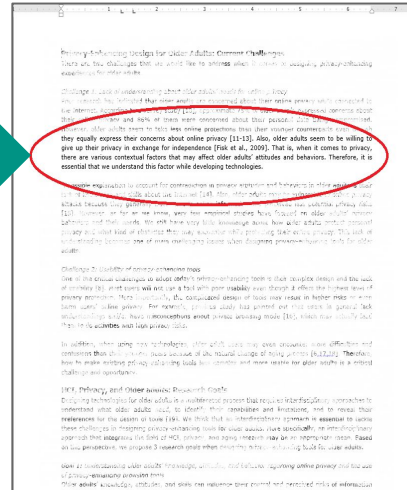
First Draft

Draft

Draft

Iterative writing process

Final thesis statement or research question
(Statement of purpose)
Appears in introduction



Final

Exercise:

Find the thesis statement
or research question...

Crowdsourcing and human computation are often described as a new frontier for HCI research and creativity, and for technological progress more broadly. CHI researchers have built word processors powered by crowds. Others have shown how usability and visualization evaluations can be taken out of the lab and into the natural environments of crowdworkers. These frontiers, however, are enabled by the novel organization of digital workers, distributed across the world and organized through task markets, APIs, and network connections. This paper looks behind the walls of abstraction that enable human computation in one specific system, Amazon Mechanical Turk (AMT). We present workers' occupational hazards as human computers, and explain the activist project we developed in response. Turkopticon, the project we present, is a tool in its fourth year of deployment. The system receives 100,000 page views a month and has become a staple tool for many AMT workers, installed over 7,000 times at time of writing. [2]

The era of big data has arrived with enormous challenges to every aspect of society. From science to education, healthcare, government, and commerce, the future of every sector is linked to the relatively new term “data science.” People with specialized data skills are in urgent demand everywhere and a shortage of data talent appears in many countries (Manyika et al., 2011; Department for Business, Innovation & Skills, 2013; Liu & Jia, 2015). In 2016, Professor Yongwei Wu from Tsinghua University predicted that in three to five years China could face a shortage of as many as 1,500,000 data specialists (Bai, 2016). As a significant source of talent, institutions of higher education are considered a vital place for cultivating data scientists and specialists (Chen & He, 2016). In response, an increasing number of degree programs and courses in data science have been developed by universities in China. As the disciplines that educate people who are capable of addressing big data challenges, data science and data science education have attracted intense attention from a wide range of domains and disciplines (Song & Zhu, 2016), The current paper aims to depict the state of data science education in China, especially from the LIS perspective. [4]

Prewriting strategy: Outlining



What is an outline?

Constructing a skeleton for yourself

And constantly reconstructing it as you make progress in your understanding:

both of the subject,

and of your own paper

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?
 - What is this story about?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?
 - What is this story about?
 - Why should we care?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?
 - What is this story about?
 - Why should we care?
 - What specifically are *you* (the writer) saying about this topic?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?
 - What is this story about?
 - Why should we care?
 - What specifically are *you* (the writer) saying about this topic?
 - How did you (the writer) find out what you found out?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?
 - What is this story about?
 - Why should we care?
 - What specifically are *you* (the writer) saying about this topic?
 - How did you (the writer) find out what you found out?
 - Why should we believe you?

How to go about starting an outline?

- Start with your **purpose**: preliminary thesis statement or research question
- Ask yourself:
 - What kinds of information will I need to answer this RQ or support this TS?
 - What kinds of information will my reader need to follow my story?
 - What is this story about?
 - Why should we care?
 - What specifically are *you* (the writer) saying about this topic?
 - How did you (the writer) find out what you found out?
 - Why should we believe you?
- Look at similar papers for *structure* (not just content):
 - What are their major sections? Subsections?

Outline example: Research paper 1

1. **Introduction**
2. **Background or literature review**
3. **Methods**
4. **Findings**
5. **Conclusion**

Outline example: Research paper 1

1. **Introduction**
 - a. Statement of problem area
2. **Background or literature review**
3. **Methods**
4. **Findings**
5. **Conclusion**

Outline example: Research paper 1

1. Introduction

- a. Statement of problem area
- b. Statement of specific topic within problem area

2. Background or literature review

3. Methods

4. Findings

5. Conclusion

Outline example: Research paper 1

1. Introduction

- a. Statement of problem area
- b. Statement of specific topic within problem area
- c. Thesis statement (TS) or research question (RQ)

2. Background or literature review

3. Methods

4. Findings

5. Conclusion

Outline example: Research paper 1

1. Introduction

- a. Statement of problem area
- b. Statement of specific topic within problem area
- c. Thesis statement (TS) or research question (RQ)
- d. Roadmap for paper:

E.g., “This paper will review the literature on X; discuss methods used to [answer RQ/support TS]; describe findings of this research; and conclude by showing how findings [answer RQ/support TS].”

2. Background or literature review

3. Methods

4. Findings

5. Conclusion

Outline example: Research paper 1

1. Introduction

- a. Statement of problem area
- b. Statement of specific topic within problem area
- c. Thesis statement (TS) or research question (RQ)
- d. Roadmap for paper:

E.g., “This paper will review the literature on X; discuss methods used to [answer RQ/support TS]; describe findings of this research; and conclude by showing how findings [answer RQ/support TS].”

2. Background or literature review

3. Methods

4. Findings

5. Conclusion

- a. Restate problem area
- b. Briefly summarize findings
- c. Show how findings answer RQ or support TS

Outline example: Research paper 2

1. Introduction
2. Topic A
3. Topic B
4. Topic C
5. Conclusion

Outline example: Research paper 2

1. Introduction

- a. Statement of problem area
- b. Statement of specific topic within problem area
- c. Thesis statement (TS) or research question (RQ)
- d. Roadmap for paper:

“This paper will cover topics A, B, and C in order to [answer RQ / support TS]”

2. Topic A

3. Topic B

4. Topic C

5. Conclusion

Outline example: Research paper 2

1. Introduction

- a. Statement of problem area
- b. Statement of specific topic within problem area
- c. Thesis statement (TS) or research question (RQ)
- d. Roadmap for paper:

“This paper will cover topics A, B, and C in order to [answer RQ / support TS]”

2. Topic A

3. Topic B

4. Topic C

5. Conclusion

- a. Brief summary of topics A, B, and C
- b. Synthesis of A, B, and C
- c. Answer RQ / Restate (supported) TS

Example

1. Introduction

“While researching texts written about nineteenth century farming, I found a few authors who published books about the literature of nineteenth century farming, particularly agricultural journals, newspapers, pamphlets, and brochures. These authors often placed the farming literature they were studying into an historical context by discussing the important events in agriculture of the year in which the literature was published (see Demaree, for example). However, while these authors discuss journals, newspapers, pamphlets, and brochures, I could not find much discussion about another important source of farming knowledge: farming handbooks. My goal in this paper is to bring this source into the agricultural literature discussion by connecting three agricultural handbooks from the nineteenth century with nineteenth century agricultural history.”

https://owl.english.purdue.edu/media/pdf/20170627162500_747.pdf

Example

1a. Statement of problem area

“While researching texts written about nineteenth century farming, I found a few authors who published books about the literature of nineteenth century farming, particularly agricultural journals, newspapers, pamphlets, and brochures. These authors often placed the farming literature they were studying into an historical context by discussing the important events in agriculture of the year in which the literature was published (see Demaree, for example). However, while these authors discuss journals, newspapers, pamphlets, and brochures, I could not find much discussion about another important source of farming knowledge: farming handbooks. My goal in this paper is to bring this source into the agricultural literature discussion by connecting three agricultural handbooks from the nineteenth century with nineteenth century agricultural history.”

https://owl.english.purdue.edu/media/pdf/20170627162500_747.pdf

Example

1b. Statement of specific topic within problem area

“While researching texts written about nineteenth century farming, I found a few authors who published books about the literature of nineteenth century farming, particularly agricultural journals, newspapers, pamphlets, and brochures. **These authors often placed the farming literature they were studying into an historical context by discussing the important events in agriculture of the year in which the literature was published (see Demaree, for example). However, while these authors discuss journals, newspapers, pamphlets, and brochures, I could not find much discussion about another important source of farming knowledge: farming handbooks.** My goal in this paper is to bring this source into the agricultural literature discussion by connecting three agricultural handbooks from the nineteenth century with nineteenth century agricultural history.”

https://owl.english.purdue.edu/media/pdf/20170627162500_747.pdf

Example

1c. Thesis statement

“While researching texts written about nineteenth century farming, I found a few authors who published books about the literature of nineteenth century farming, particularly agricultural journals, newspapers, pamphlets, and brochures. These authors often placed the farming literature they were studying into an historical context by discussing the important events in agriculture of the year in which the literature was published (see Demaree, for example). However, while these authors discuss journals, newspapers, pamphlets, and brochures, I could not find much discussion about another important source of farming knowledge: farming handbooks. **My goal in this paper is to bring this source into the agricultural literature discussion by connecting three agricultural handbooks from the nineteenth century with nineteenth century agricultural history.**”

https://owl.english.purdue.edu/media/pdf/20170627162500_747.pdf

Example

1d. Roadmap

“To achieve this goal, I have organized my paper into four main sections, two of which have sub-sections. In the first section, I provide an account of three important events in nineteenth century agricultural history: population and technological changes, the distribution of scientific new knowledge, and farming’s influence on education. In the second section, I discuss three nineteenth century farming handbooks in connection with the important events described in the first section. I end my paper with a third section that offers research questions that could be answered in future versions of this paper and conclude with a fourth section that discusses the importance of expanding this particular project.”

https://owl.english.purdue.edu/media/pdf/20170627162500_747.pdf

Outline example: Memo

1. Heading
 - a. To, From, Date, Subject

<https://owl.english.purdue.edu/owl/resource/590/02/>

Outline example: Memo

1. Heading
 - a. To, From, Date, Subject
2. Opening
 - a. Purpose of memo (like a TS)
 - b. Brief statement of context
 - c. Roadmap for memo

<https://owl.english.purdue.edu/owl/resource/590/02/>

Outline example: Memo

1. Heading
 - a. To, From, Date, Subject
2. Opening
 - a. Purpose of memo (like a TS)
 - b. Brief statement of context
 - c. Roadmap for memo
3. Context
 - a. More detail than in Opening section:
 - b. What information does **your audience** need to have in order to successfully read and respond to the memo?

Outline example: Memo

1. Heading
 - a. To, From, Date, Subject
2. Opening
 - a. Purpose of memo (like a TS)
 - b. Brief statement of context
 - c. Roadmap for memo
3. Context
 - a. More detail than in Opening section:
 - b. What information does **your audience** need to have in order to successfully read and respond to the memo?
4. Task segment
 - a. What you are doing and what needs to be done
 - b. What you need by way of response

<https://owl.english.purdue.edu/owl/resource/590/02/>

Outline example: Memo

1. Heading
 - a. To, From, Date, Subject
2. Opening
 - a. Purpose of memo (like a TS)
 - b. Brief statement of context
 - c. Roadmap for memo
3. Context
 - a. More detail than in Opening section:
 - b. What information does **your audience** need to have in order to successfully read and respond to the memo?
4. Task segment
 - a. What you are doing and what needs to be done
 - b. What you need by way of response
5. Discussion segment
 - a. Key findings: Analysis, recommendations,
 - b. Supporting ideas and research
 - c. Requests for clarification

<https://owl.english.purdue.edu/owl/resource/590/02/>

Outline example: Memo

1. Heading
 - a. To, From, Date, Subject
2. Opening
 - a. Purpose of memo (like a TS)
 - b. Brief statement of context
 - c. Roadmap for memo
3. Context
 - a. More detail than in Opening section:
 - b. What information does **your audience** need to have in order to successfully read and respond to the memo?
4. Task segment
 - a. What you are doing and what needs to be done
 - b. What you need by way of response
5. Discussion segment
 - a. Key findings: Analysis, recommendations,
 - b. Supporting ideas and research
 - c. Requests for clarification
6. Closing
 - a. Courteous ending statement with reminder of action items

Outlining as a ~~p~~rewriting strategy

Writing is not a linear process

Draft, edit, repeat

Leave yourself time

“Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all sentences short or avoid all detail and treat subjects only in outline, but that every word tell.” [3]

Omit needless words!

Exercise:

What might an initial
outline of a paper on this
topic look like?

Prewriting strategy: Finding sources of evidence



Finding evidence

Basic resources for information sciences search:

<https://www.library.illinois.edu/infosci/>

<http://guides.library.illinois.edu/ISBasicSearchTools>

<https://scholar.google.com/>

Evaluating evidence

Questions to ask yourself :

- Relevance
 - To topic as a whole
 - To **your** TS or RQ

Evaluating evidence

Questions to ask yourself :

- Relevance
 - To topic as a whole
 - To **your** TS or RQ
- Authority / credibility
 - Is this a research paper?
 - Do their methods and findings seem sound?
 - Do others trust this source (citations)?
 - Is it from a credible publisher, journal, or conference?

Evaluating evidence

Questions to ask yourself :

- Relevance
 - To topic as a whole
 - To **your** TS or RQ
- Authority / credibility
 - Is this a research paper?
 - Do their methods and findings seem sound?
 - Do others trust this source (citations)?
 - Is it from a credible publisher, journal, or conference?
- How will this support the purposes of **my** paper?

Evaluating evidence

Questions to ask yourself :

- Relevance
 - To topic as a whole
 - To **your** TS or RQ
- Authority / credibility
 - Is this a research paper?
 - Do their methods and findings seem sound?
 - Do others trust this source (citations)?
 - Is it from a credible publisher, journal, or conference?
- How will this support the purposes of **my** paper?
- What's missing?
 - Taking a critical view of your own argument

Organizing evidence

[This slide still needs to be created]

Annotated bibliography for example... (maybe also a citation management tool?)

Sometimes a formal requirement

Might be a useful (informal) strategy for organizing your research process

And it will certainly help you cite!

Dovetailing annotated bib into outline...

Next Session:

**Genres and resources for
grad school and beyond**

Wednesday, March 7 @ 4:30 pm
Room 126

References

- [1] Berga, M., Langenberg, C., Berg, I. v. d., Kwakkernaat, J. (1998). Considerations for sociotechnical design: Experiences with an electronic patient record in a clinical context. *International Journal of Medical Informatics*, 52(1-3). doi: 10.1016/S1386-5056(98)00143-9
- [2] Irani, L. C., & Silberman, M. S. (2013). Turkopticon: Interrupting worker invisibility in Amazon Mechanical Turk. In *Proceedings of the SIGCHI Conference on Human Factors in Computing Systems* (pp. 611–620). New York, NY, USA: ACM. <http://doi.org/10.1145/2470654.2470742>
- [3] Strunk, W. and White, E.B. (2000). *The Elements of Style* (4th ed.). Pearson.
- [4] Zhang, J., Fu, A., Wang, H., & Yin, S. (2017). The development of data science education in China from the LIS perspective. *International Journal of Librarianship*, 2(2), 3-17. doi: 10.23974/ijol.2017.vol2.2.29