
MILLIKEN RESEARCH PAPER ACTIVITIES

For use with The Milliken Word Processor
and the Milliken Writing Workshop

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Research Paper Activities

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Contents

Introduction	1
Using the Milliken Research Paper Activities	2
The Research Paper Activity Files	3
Activity Objectives	
Disk 1	
Selecting and Limiting the Subject	8
Disk 2	
Preparing a Working Bibliography	11
Disk 3	
Preparing a Preliminary Outline	13
Disk 4	
Reading and Taking Notes	15
Disk 5	
Assembling Notes and Writing the Final Outline	17
Disk 6	
Writing the First Draft	19
Disk 7	
Writing the Final Draft With Footnotes and a Bibliography	22

Introduction

The Milliken Research Paper Activities will provide a valuable resource for teaching the arduous task of research paper writing. These activities, used in conjunction with the Milliken Word Processor, guide students through the entire process from assessing the assignment requirements to writing the final draft with footnotes and a bibliography. Students can work right at the computer answering questions, completing exercises, assessing their progress, and printing out any activity along the way.

Teachers can take advantage of all of the activities by assigning them in sequence or by selecting only those activities which are needed by individual students. Teachers can also adapt the activities to their specific needs by changing the wording or adding or deleting any exercises deemed necessary.

Using the Milliken Research Paper Activities

To begin, students boot the Milliken Word Processor on their computers. It is recommended that "S Small letters (80-Column Display)" be chosen for use with these file disks. Insert a Milliken Research Paper Activities file disk when prompted to insert a File Cabinet disk. Students GET an activity and begin typing in responses to the activities. When they are finished working on an activity, they save their work on their own File Cabinet diskette. The File Cabinet diskette that comes with the Milliken Word Processor is copyable. Students cannot save files on the Research Paper Activity file disks.

The Milliken Research Paper Activity files are write protected but copyable. Copy each disk and file away the original for achival purposes. Write protect YOUR back-up copies of the Research Paper Activity file disks by adhering a sticker over the notch on the disk. This will prevent students from inadvertently saving their work on your copy of the program.

The activities can be printed out and used as reproducible writing assignments. Unlike traditional black-line masters, teachers can modify these activities for individual students and classes.

The Research Paper Activity Files

The Milliken Research Paper Activities have been divided onto seven disks, breaking the task of research paper writing into fifty palatable “bites.” Students are systematically guided through their thinking, research, and writing with a progress assessment included at the end of each section. A list of activity titles and objectives follows. A few of the more extensive activities, e.g., Activity 26 “Review Quoting Methods,” are divided into two parts.

The following is a list of activity titles which are included on each disk.

Disk 1

Part One: Selecting and Limiting the Subject

1. Research Paper Writing Survey
2. Assess Assignment Requirements
3. Find a Topic
4. Learn About Library Resources
5. Brainstorm Topic for Alternative Headings
6. Choose a Final Topic
7. Narrow Your Topic
8. Write a Preliminary Thesis Statement
9. Assess Progress of Selecting and Limiting the Subject

Disk 2

Part Two: Preparing a Working Bibliography

10. Note Applicable Titles
11. Read Information and Check for Credibility
12. Take Notes on Notecards
13. Rank Pertinent Materials
14. Bring Thesis and Purpose Into Focus
15. Assess Progress of Preparing a Working Bibliography

Disk 3

Part Three: Preparing a Preliminary Outline

16. Organize Your Notes in Logical Order
17. Write Descriptive Headings for Major/Minor Points
18. Decide What to Keep or Throw Out
19. Choose Areas to Add Information
20. Organize Into Outline Form
21. Test Your Thesis With Major and Minor Points
22. Assess Progress of Preparing a Preliminary Outline

Disk 4

Part Four: Reading and Taking Notes

23. Review Notecard Form
24. Write Slugs
25. Paraphrasing Process
- 26A. Review Quoting Methods – Part A
- 26B. Review Quoting Methods – Part B
27. Organize Information by Indexing
28. Make Personal Notes
29. Assess Progress of Reading and Taking Notes

Disk 5

Part Five: Assembling Notes and Writing the Final Outline

30. Organize Notes Into Logical Order
31. Reject Notes and Note Weak Areas
32. Arrange Slugs Into Detailed Major/Minor Points
33. Alter Thesis Statement if Necessary
34. Test Outline Content and Form
35. Assess Progress of Assembling Notes and Writing the Final Outline

Disk 6

Part Six: Writing the First Draft

36. Write an Introduction
37. Write Body Paragraphs
38. Include Transitions
39. Paraphrasing Methods
40. Review Quoting Methods
41. Write in a Formal Yet Interesting Style
42. Write a Conclusion
43. Assess Progress of Writing the First Draft

Disk 7

Part Seven: Writing the Final Draft With Footnotes and a Bibliography

- 44A. Revise for Meaning and Overall Effectiveness – Part A
- 44B. Revise for Meaning and Overall Effectiveness – Part B
- 45A. Revise for Punctuation Errors – Part A
- 45B. Revise for Punctuation Errors – Part B
- 46A. Review Footnote Methods – Part A
- 46B. Review Footnote Methods – Part B
- 47. Review Bibliography Methods
- 48. Assemble Your Paper Into Final Form
- 49A. Edit Final Draft – Part A
- 49B. Edit Final Draft – Part B
- 50. Assess Final Research Paper

Activity Objectives

Disk 1

Part One: Selecting and Limiting the Subject

1. Research Paper Writing Survey

Objective: To help students reflect on past assignments as well as their attitude as they begin the writing of a research paper

2. Assess Assignment Requirements

Objective: To guide students through the analyzing of the current assignment and what is expected of them

3. Find a Topic

Objective: To help the student choose an appropriate topic that interests him/her

4. Learn About Library Resources

Objective: To acquaint students with the functions of the card catalog, READER'S GUIDE TO PERIODICAL LITERATURE, reference books, and the vertical file

5. Brainstorm Topic for Alternative Headings

Objective: To help students think of a variety of headings to be used in finding information about their chosen topic (Example: VCR's - video cassette recorders, electronics, movies, TV's, video cameras, taping, copyright laws)

6. Choose a Final Topic

Objective: To guide students through the process of choosing a final topic and determining the availability of information, the amount of interest it generates, and the student's purpose in writing about this topic

7. Narrow Your Topic

Objective: To help students decide on a manageable topic, one that is neither too broad nor too narrow

8. Write a Preliminary Thesis Statement

Objective: To assist students in establishing a direction or purpose for their papers

9. Assess Progress of Selecting and Limiting the Subject

Objective: To provide students with the opportunity to assess their progress to this point

Disk 2

Part Two: Preparing a Working Bibliography

10. Note Applicable Titles

Objective: To assist students in the process of recognizing applicable magazine article and book titles for their topic when reviewing index information in the READER'S GUIDE and card catalog

11. Read Information and Check for Credibility

Objective: To help students identify credible, respected, and believable sources of information to verify a topic

12. Take Notes on Notecards

Objective: To impress upon students the importance of listing all necessary information about the books, magazines, newspapers, and encyclopedias used in their research to provide a working bibliography

13. Rank Pertinent Materials

Objective: To encourage students to rank the importance of each source using a 1, 2, 3 numbering system

14. Bring Thesis and Purpose Into Focus

Objective: To help students evaluate the amount of available information that addresses their narrowed topic

15. Assess Progress of Preparing a Working Bibliography

Objective: To provide students with the opportunity to assess their progress up to this point

Disk 3

Part Three: Preparing a Preliminary Outline

16. Organize Your Notes in Logical Order

Objective: To assist students in organizing the sources of information that would help most with the beginning, middle, and end of their research paper

17. Write Descriptive Headings for Major/Minor Points

Objective: To lead students through the process of determining the major and minor points which are to be included

18. Decide What to Keep and Throw Out

Objective: To direct the students' attention at evaluating the major points regarding their support of the thesis statement and to encourage students to eliminate weak and/or inappropriate points

19. Choose Areas to Add Information

Objective: To enable students to fill in any gaps which were created in Activity 18

20. Organize Into Outline Form

Objective: To guide students through the process of organizing a preliminary outline, including the title and purpose (thesis statement)

21. Test Your Thesis With Major and Minor Points

Objective: To help students determine if their outline covers all the information promised by the thesis statement and to make revisions where necessary

22. Assess Progress of Preparing a Preliminary Outline

Objective: To provide students with the opportunity to assess their progress to this point

Disk 4

Part Four: Reading and Taking Notes

23. Review Notecard Form

Objective: To give students an example of a notecard form to follow, stressing the importance of recording information accurately

24. Write Slugs

Objective: To stress the importance of including a slug (outline heading) on each notecard

25. Paraphrasing Process

Objective: To give students practice in the writing and inclusion of paraphrased material on notecards as well as in the paper

26. Review Quoting Methods - Parts A and B

Objective: To instruct students on the correct way in which to include quoted material with practice in determining when to use paraphrased or quoted material or a combination of the two

27. Organize Information by Indexing

Objective: To help students sort their notecards and organize them in the same order as their outline

28. Make Personal Notes

Objective: To emphasize to students the value of noting thoughts and ideas that come to mind as they work on their paper

29. Assess Progress of Reading and Taking Notes

Objective: To provide students with the opportunity to assess their progress to this point

Disk 5

Part Five: Assembling Notes and Writing the Final Outline

30. Organize Notes Into Logical Order

Objective: To aid students in arranging the groups of notecards which were compiled in Activity 27 into a logical order

31. Reject Notes and Note Weak Areas

Objective: To encourage students to look carefully at their notecards to determine if they contain the necessary information about the major points of the paper

32. Arrange Slugs Into Detailed Major/Minor Points

Objective: To suggest to students that they recheck their notecards to be sure they are in the order to be used in the paper, and to revise major and minor points, if necessary

33. Alter Thesis Statement if Necessary

Objective: To encourage students to revise their thesis statement if flaws or weaknesses are present

34. Test Outline Content and Form

Objective: To encourage students to be sure that their thesis statement and outline agree with one another before beginning to write the first draft

35. Assess Progress of Assembling Notes and Writing the Final Outline

Objective: To provide students with the opportunity to assess their progress to this point

Disk 6

Part Six: Writing the First Draft

36. Write an Introduction

Objective: To assist students in the writing of an introduction that clarifies the paper's purpose, draws the reader in, and interests the reader in its content

37. Write Body Paragraphs

Objective: To guide students through the writing of the body of the paper incorporating topic sentences and supporting examples

38. Include Transitions

Objective: To instruct students in the use of transitions between sentences and paragraphs

Transitions that disprove, show differences, link similar ideas, show relationships, and address time and location are included.

39. Paraphrasing Methods

Objective: To present information and practice on incorporating paraphrased material into the paper, including the introduction of footnote numbers

40. Review Quoting Methods

Objective: To present information and practice on incorporating quoted material into the paper

41. Write in a Formal Yet Interesting Style

Objective: To help students write in such a way that they are meeting the needs of their reader, writing to the point, and making their topic interesting

42. Write a Conclusion

Objective: To direct students toward writing a conclusion that reinforces the main purpose, restates the thesis statement in different words, provides a sense of completion, and gives the reader an opportunity to apply the information to himself or herself

43. Assess Progress of Writing the First Draft

Objective: To provide students with the opportunity to assess their progress to this point

Disk 7

Part Seven: Writing the Final Draft With Footnotes and a Bibliography

44. Revise for Meaning and Overall Effectiveness - Parts A and B

Objective: To guide students through the procedure of evaluating each aspect of their paper including the title, thesis statement, introduction, main ideas, supporting details, transitions, conclusion, and overall writing quality

45. Revise for Punctuation Errors - Parts A and B

Objective: To direct students' attention at the correct use of periods, question marks, exclamation marks, commas, colons, semicolons, hyphens, apostrophes, quotation marks, and parentheses

46. Review Footnote Methods - Parts A and B

Objective: To question students about their use of footnotes and to provide correct footnote examples pertaining to references from books, magazines, encyclopedias, newspapers, and interviews

47. Review Bibliography Methods

Objective: To provide students with an opportunity to practice compiling a bibliography using sample entries for books, magazine articles, pamphlets, and newspaper articles

48. Assemble Your Paper Into Final Form

Objective: To present students with specific typing guidelines for each part of their final draft

49. Edit Final Draft - Parts A and B

Objective: To encourage students to go back and proofread their paper with the help of a final checklist and to share their paper with others and solicit feedback

50. Assess Final Research Paper

Objective: To invite students to reflect on the task of writing their research paper and to share this information with others

Notes

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