¶ 6.1

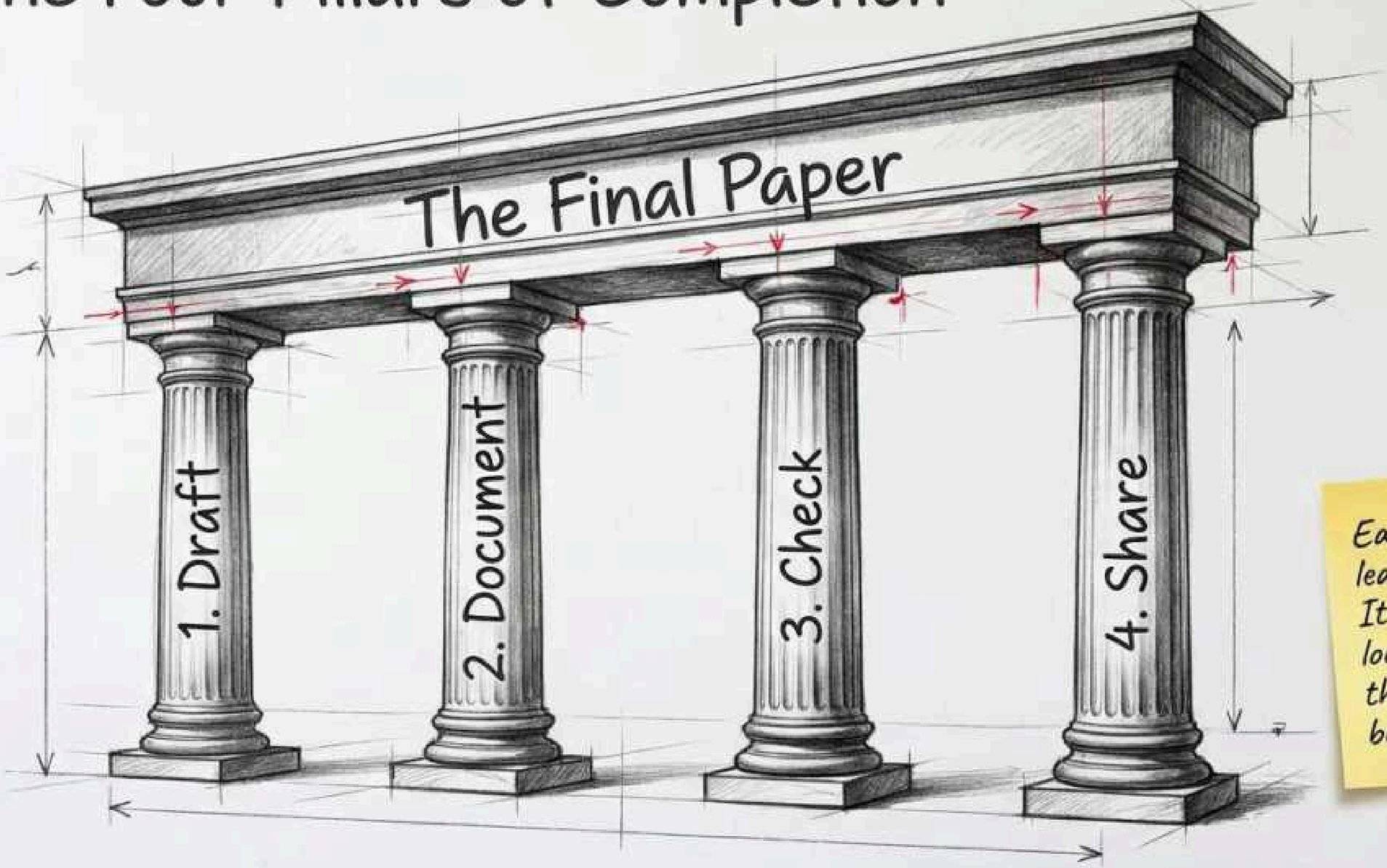
ENGL 102 B: Drafting, Documenting, and Presenting



Lecture 6: The Final Step

The Four Pillars of Completion

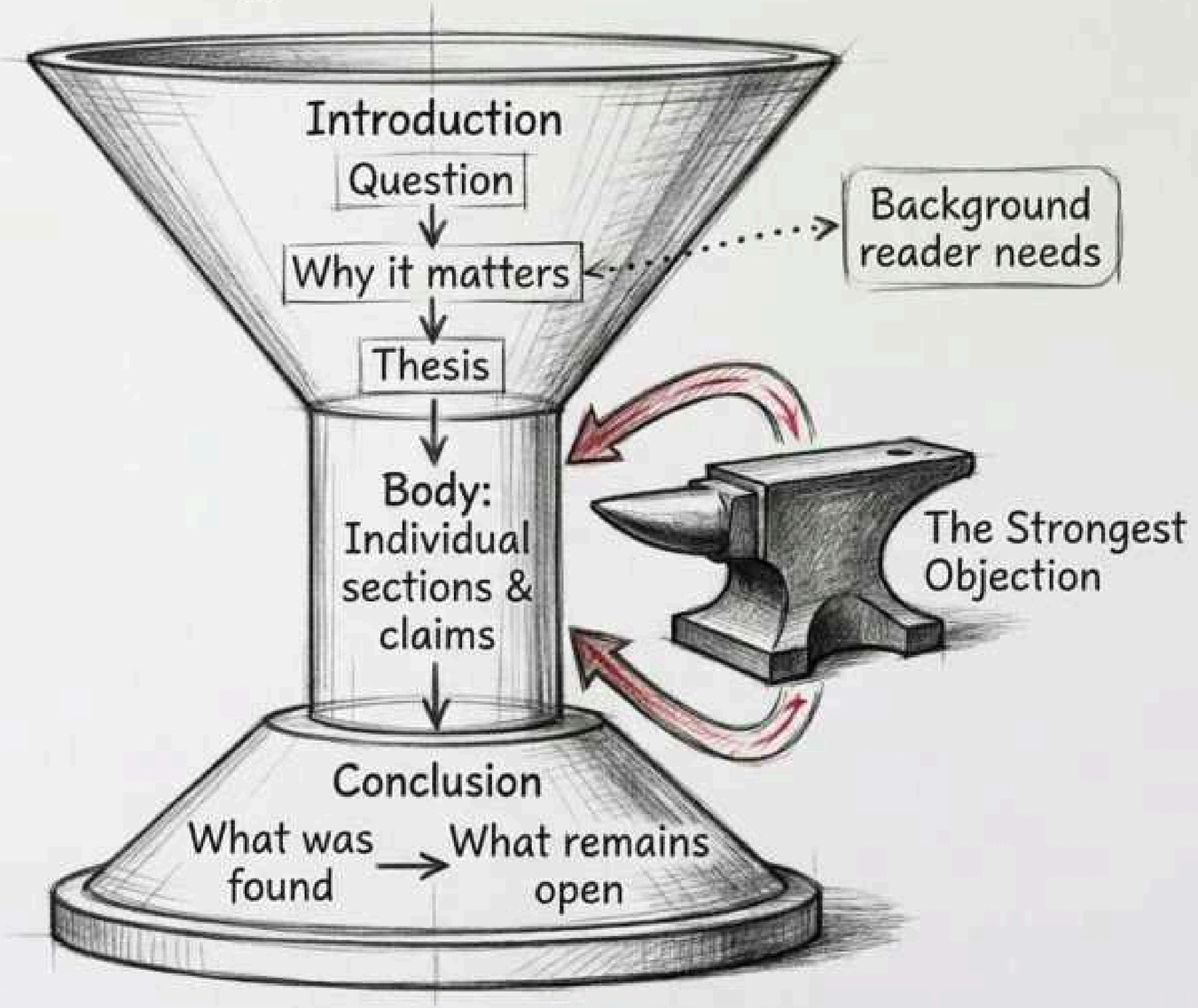
¶ 6.2



Each step has a learnable system. It is easier than it looks once you see the architecture behind it.

The Shape of the Argument

¶ 6.3



The First Draft Formula

¶ 6.4

Draft = Outline + Notes − Sources

Use bracket formulas like [Author, Page] and keep going.

Keep them closed. Write what you understand.



Stuck? Explain it aloud to a friend or recorder. Spoken explanation is often clearer than the first written attempt.

The Reverse Outline Diagnostic

¶ 6.5

- ☐ Does it follow the plan?
- ☐ Does each paragraph serve the thesis?
- ☐ Any jumps in logic? Missing/Repeated?

Muddy, Dense Draft



Reverse Outline Process

Clean, Structured List

1. _____
2. _____
3. _____
4. _____
5. _____

Rearrange the list of lines, not the full pages. It reveals structure hard to see in full text.

The Documentation Pair

¶ 6.6

InText = FullEntry



They are a pair. Every in-text citation must match a list entry, and every entry must be cited in the text.

The Big Two: MLA vs. APA

¶ 6.7

MLA

- Origin: Modern Language Association
- Field: Literature / Humanities
- Formula: [Author + Page] in brackets
- List Name: Works Cited

APA

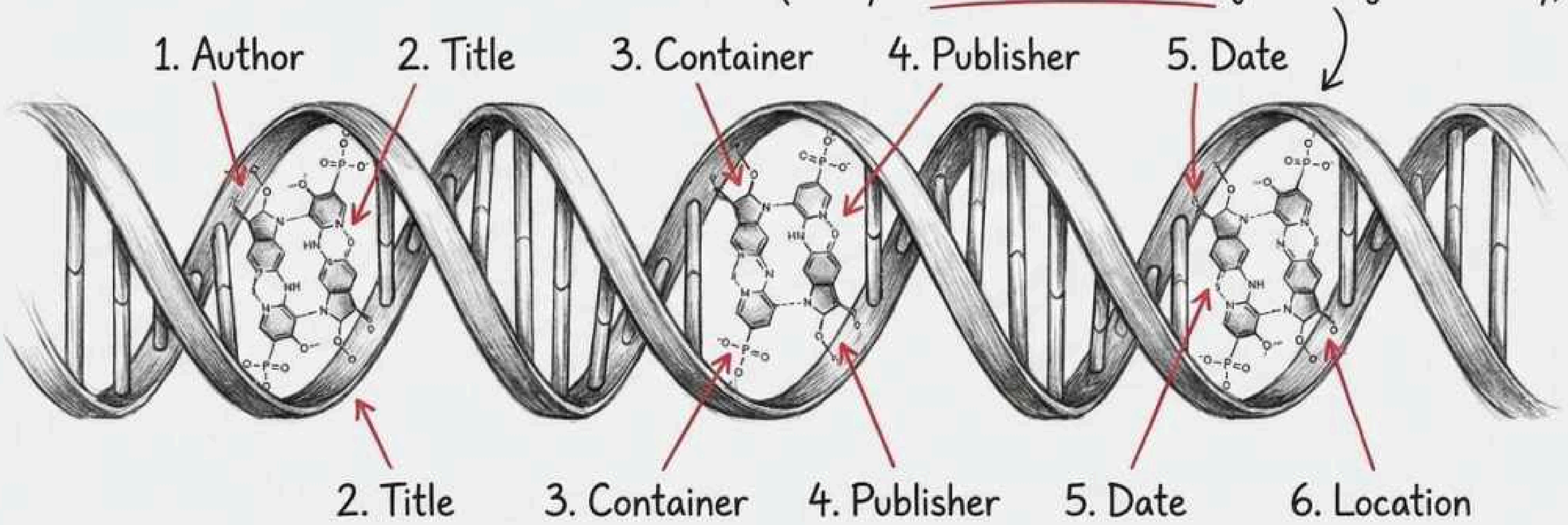
- Origin: American Psychological Association
- Field: Psychology / Social Sciences
- Formula: [Author + Year]
- List Name: References

The Third Way & The Universal DNA

¶ 6.8

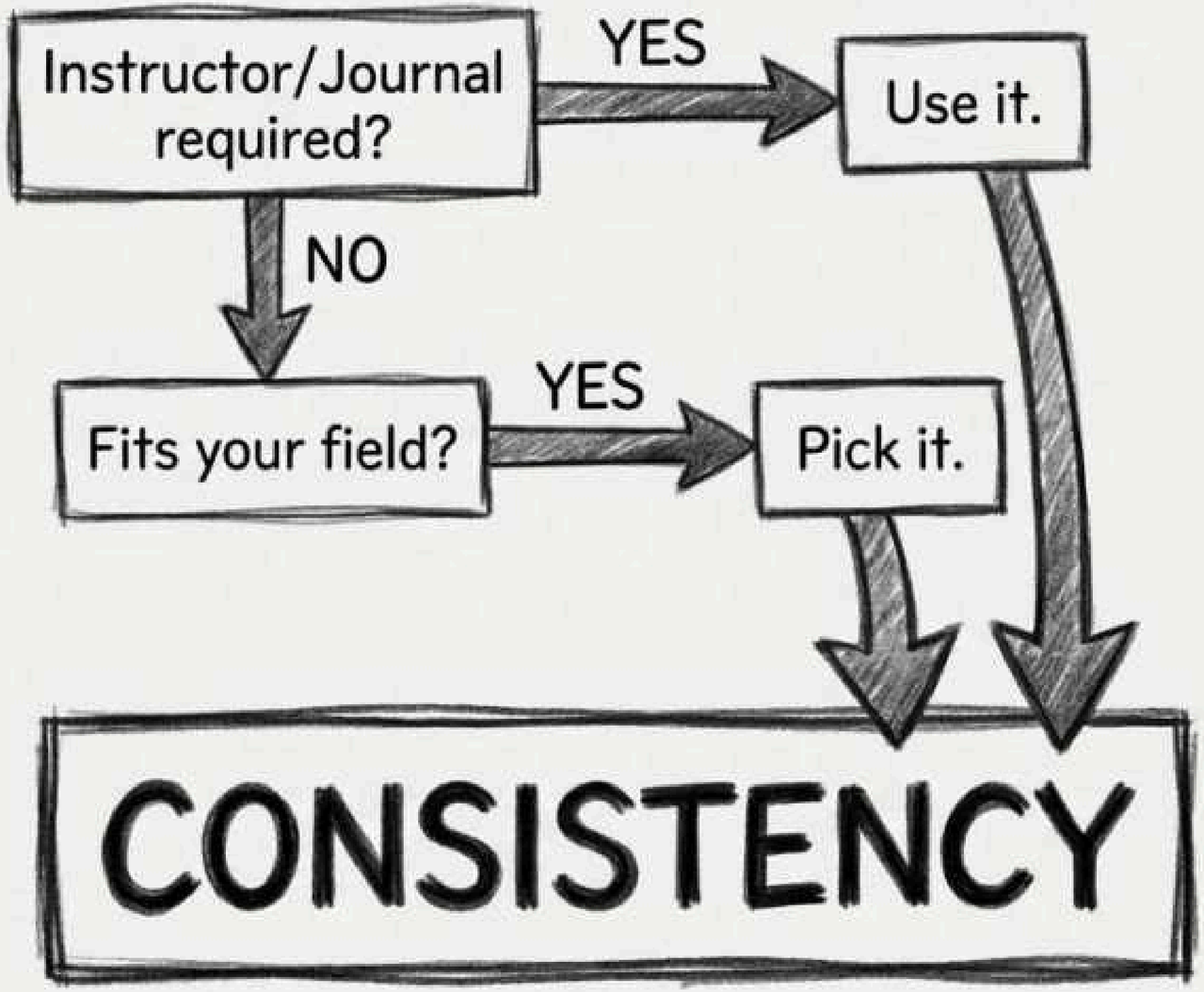
Chicago Style: University of Chicago Press.
- → Field: History.
- → Systems: Footnotes/Bibliography OR Author/Date.

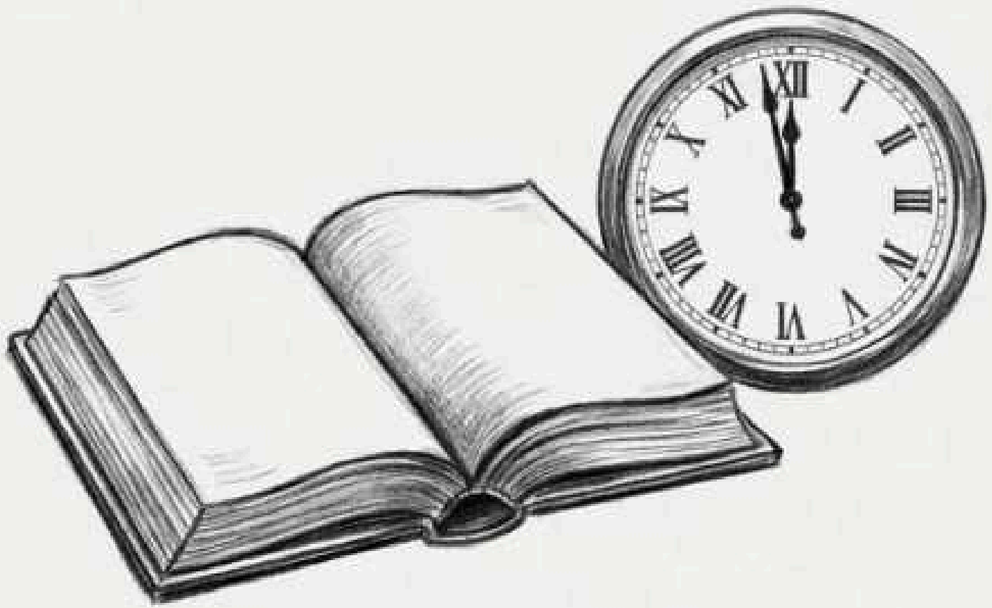
(All styles record the same facts, just arranged differently)



The Consistency Rule

¶ 6.9

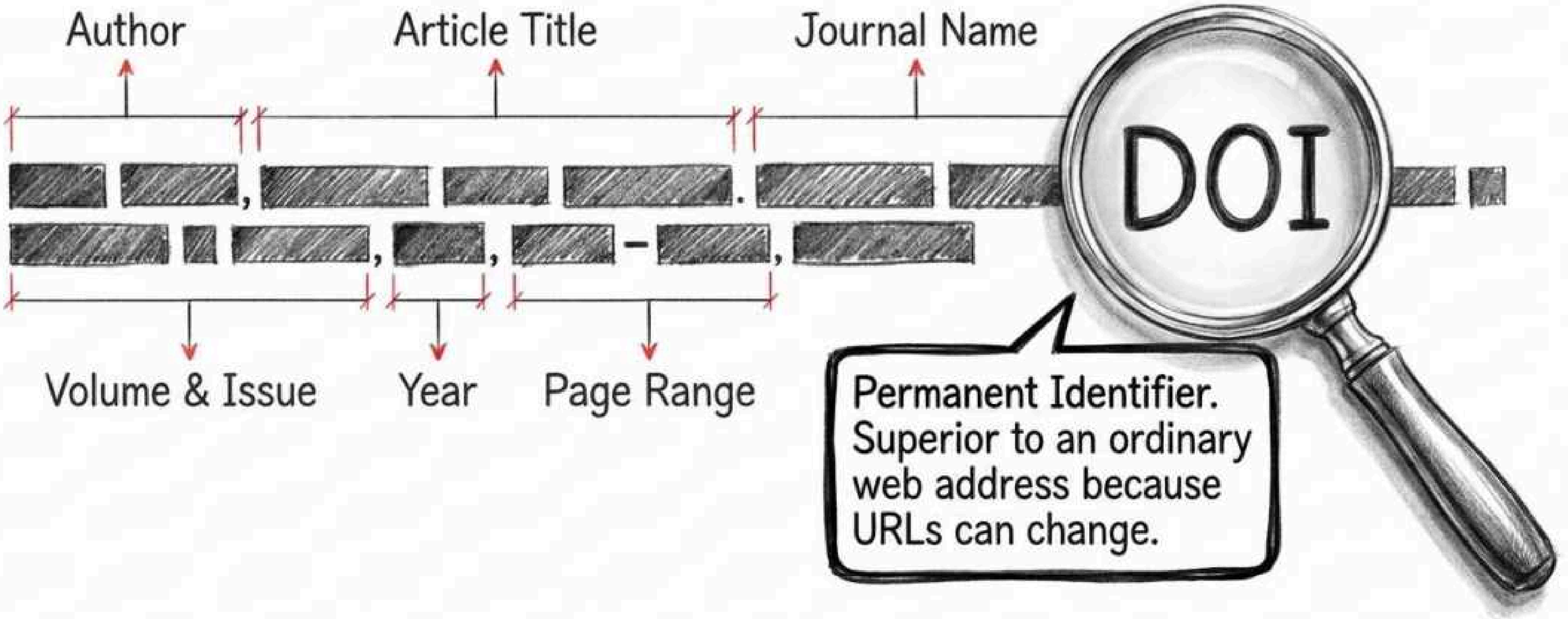




Keep the handbook open beside you. Citing as you go is much easier than fixing a entries at midnight.

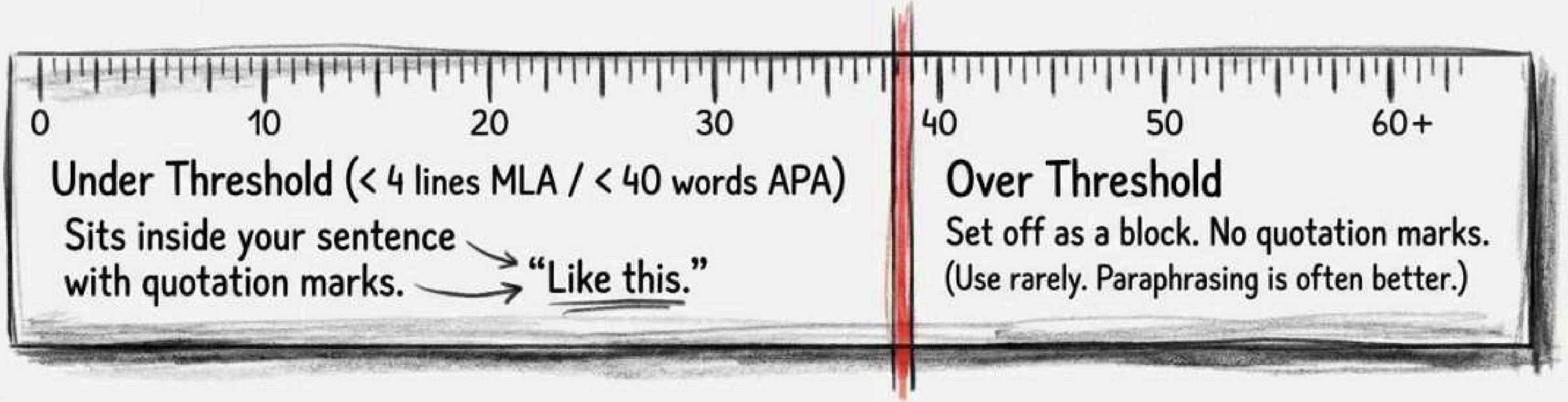
Anatomy of a Journal Entry

¶ 6.10



Quotation Mechanics & Thresholds

¶ 6.11



Omission = [...] (Ellipsis)

Addition = [word] (Square brackets)

Core Rule: The reader must trust the quotation.

When to Cite

¶ 6.12

Category 1: Direct Quotations (Exact words)	→ CITE!
Category 2: Paraphrases (The idea belongs to someone else)	→ CITE!
Category 3: Common Knowledge (e.g., Paris is the capital of France)	→ NO CITATION

When in doubt, cite. Too much = small fault. Too little = fatal error.

The Final Verification

¶ 6.13



- Compare in-text vs. list.
- Verify names/years/titles/pages against source.
- Confirm web addresses work.



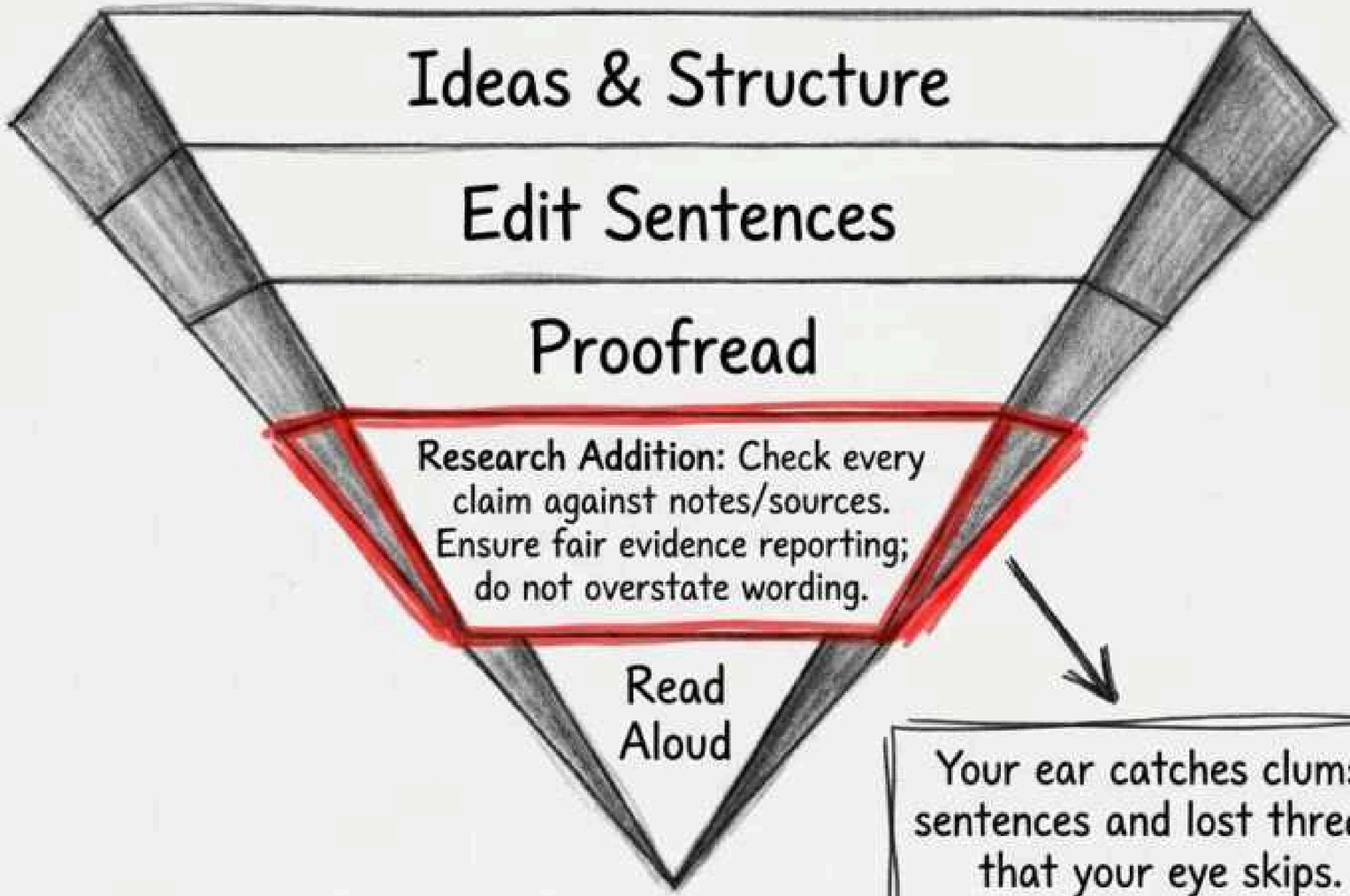
Reference managers contain errors. Always check the output. Mistakes signal carelessness to the reader.



Fresh Eyes Hack: Ask a friend to read only the references to spot missing years or misspellings in seconds.

The Revision Cascade

¶ 6.14

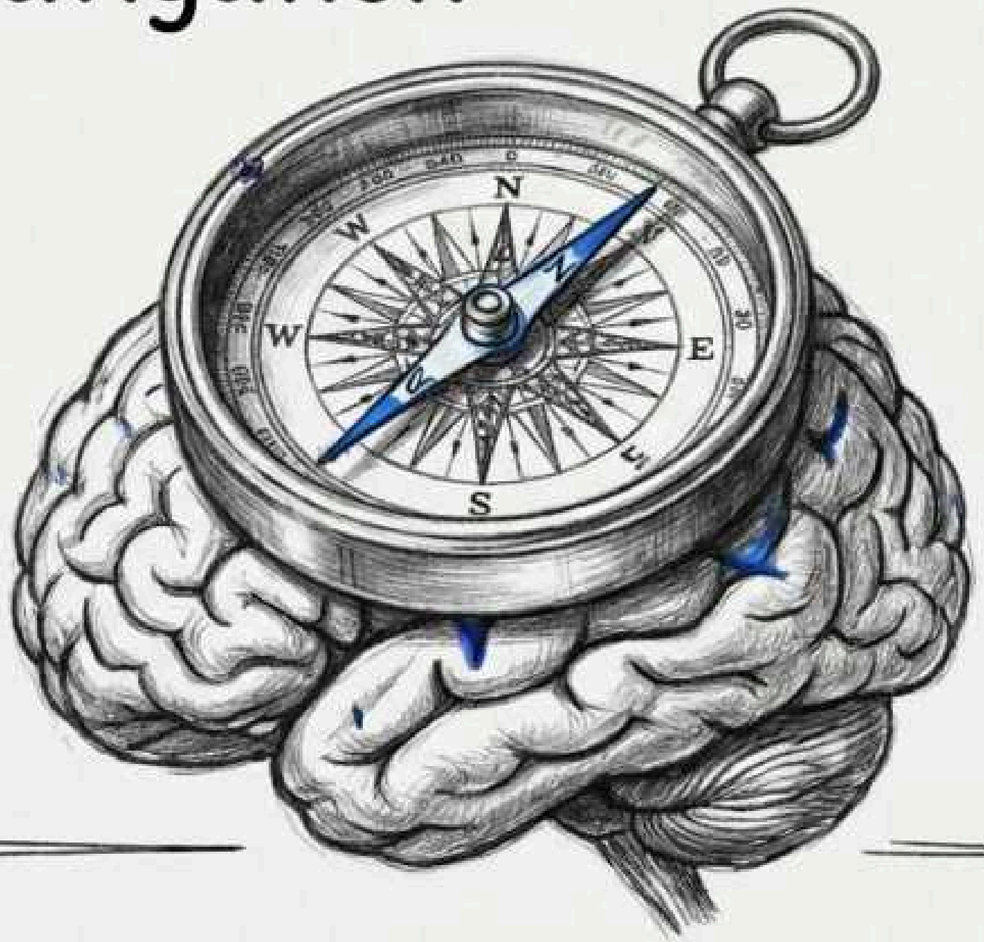


Honest AI Navigation

¶ 6.15

DO USE AS:

A tutor (to explain, question, and suggest).



DO NOT USE TO:

Firwf upiruce. Invent sources or write your argument.

Core Directives:

1. Follow instructor rules and state usage openly.
2. Check anything it tells you against a real source you have opened and read.

Presenting the Research

¶ 6.16

Oral Presentation

Question + Answer + 3 Reasons + Stop

Method: Few words on slides, speak directly to audience.

Poster Presentation

Method: Clear title, short answer, large type, highly visual.

Universal Defense Base:
Practice aloud. List the 3 hardest questions they might ask and prep answers. Admitting you don't know > Bluffing.

Practical Application

¶ 6.17



Take one paragraph from your current project. Cite its sources in your course's required style. Write the matching entries for the reference list.

Which details did you have to go back and find?
What will you record the first time, next time?

Research is a Craft

¶ 6.18

Ask → Find → Read → Build → Document



You have built an argument from many voices. The more you practice, the more honest and powerful your writing becomes.

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