



INTERNATIONAL STUDENT

Study Guide



GRAND VALLEY
STATE UNIVERSITY
BARBARA H. PADNOS
INTERNATIONAL CENTER

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WELCOME INTERNATIONAL STUDENTS

International students have diverse perspectives and backgrounds to share with domestic students. At Grand Valley, we recognize international students' contributions in the classroom. However, international students may find studying in the United States very different from studying in their home country. It takes time to adapt to new study environments; nevertheless, it is a very rewarding experience for international students. The purpose of this study guide is to answer some of the important questions to help students overcome the academic challenges at Grand Valley State University. It also serves to provide resources and helpful tips to assist international students in their academic success.



STUDY TIPS

Establishing good study habits is important in achieving academic success. Acquiring the necessary skills will help you retain what you learn, minimize your workload, and will make your studies more enjoyable at Grand Valley State University. Being organized is the first step to establishing strong study habits. Take into consideration the importance of time, place, and the preparation for your studies.

WHAT IMPACT DOES TIME HAVE ON MY STUDIES?

The way you manage your time has a significant effect on your lifestyle, and more importantly, on your studies. There is so much to see and do in the United States; if you are preoccupied with socializing, you will be too distracted to study. It is very important to create a balance between your study time and your leisure time. Time management is an important step in becoming organized.

WHAT STEPS CAN I TAKE TO MANAGE MY TIME?

- Evaluate how you spend your time each day; keep a record of your activities. You will begin to realize how you spend time during your day.
- When are you most productive, during the mornings, afternoons, or the evenings? Schedule your studies around your productive times.
- Use a planner or an online calendar to help you organize your activities and schedules.
- Begin your studies with the most difficult subject.
- Start your assignments early; this will enable you to get feedback on your assignments before the due date.
- Study on weekdays as well as weekends.

- For every hour you spend in class, you need to spend a minimum of two hours studying for that class each week. If a class meets three hours a week, you should study for six hours minimally for that class.
- Remember to be flexible, there will be times when unexpected events occur, be sure to work your schedule around them.

Suggestions

During the first week of school, write down upcoming assignments, appointments, and activities in your calendar. Every morning, check what is ahead for the day. Consider using online calendars; they are very helpful tools that aid you in scheduling your activities and sending reminders.

WHERE CAN I STUDY ON CAMPUS?

Finding the right place to study will help you focus and avoid distractions. If you are looking for places to study on campus, look for a quiet place. Grand Valley provides quiet study areas in the following locations:

- James H. Zumberge Library - Allendale Campus
- Seidman House - Allendale Campus
- Steelcase Library – Robert C. Pew Grand Rapids Campus

Suggestions

You can study “bits” when walking, riding the bus, laying outside on the grass, etc.

HOW CAN I GET THE MOST OUT OF MY STUDYING?

- Get plenty of sleep and rest.
- Read material before class so you have an understanding of the material when it is introduced that day.
- Review notes and readings just before class.
- Review lecture material immediately after class.
- Take short breaks in between subjects.
- Study for shorter periods, otherwise, you will become tired or bored.
- Have little snacks in between your subjects.
- Make sure you completely understand the professor's expectations and the material.
- Ask your professor to clarify things at the end of the class.
- If you still do not understand the assignment, do not be afraid to ask again.
- Avoid caffeine products while studying.
- Avoid procrastinating.
- Avoid staying up late.
- Attend stress management sessions at Grand Valley.
- Participate in the EXCEL program at Grand Valley.
- Ask for help from the tutoring services at Grand Valley.
- Apply different study methods to your readings.
- Consider using adaptive technologies to help you study.
- Exercise regularly to relieve stress.
- Have a study "buddy" for each class. You can contact each other for clarification of notes, material, assignments, and perhaps study together if appropriate for that course.

Further Information

Where can I get more information on tutoring services?

Tutoring services are available to Grand Valley students at no cost.

Web site: www.gvsu.edu/tc

What kind of study methods can I apply?

Depending on the type of reading material, level of difficulty, and the time available, you can apply methods to assist you with your studies. Common methods: SQR3 reading method, critical reading, skimming, scanning, and speed-reading methods.

Web sites: www.studygs.net
www.studytips.org

Where can I find out about time management and stress management seminars?

Information on time management and stress management seminars can be found at the Counseling Center. Or you can look up the weekly events at Grand Valley for stress management workshops on the Grand Valley homepage.

Web site: www.gvsu.edu/counsel

What are adaptive technologies?

Many technologies are available that would be of great use for those studying in another language. Adaptive technologies are tools to help you study, such as LiveScribe or Wynn wizard.

Web sites: www.livescribe.com
www.wynnwizard.com

GROUP WORK

Now that you are a student at Grand Valley, you will also be taking part in group projects. You will find as you enter the job market in the U.S. that most professions expect employees to be able to work effectively in a group. Group work is very common at Grand Valley. Many professors encourage group work as a means for students to learn from each other. It is an excellent method for exchanging information and generating new ideas.

CAN I CHOOSE MY OWN GROUP?

Each professor has a different approach when they organize students into groups. Some might be flexible enough to let you choose your own group, while other professors will place you in random groups. The groups usually work on a project assignment, which may include a group presentation.

WHAT DO I DO IN CASE I WANT TO CHANGE MY GROUP?

If for any reason you feel uncomfortable working with your assigned group, do not hesitate to talk with your professor about it. The success of a team depends on its performance. An effective team can achieve incredible results. It is important for personal and career development to learn how to build an effective team, and to be an outstanding team player in order to achieve the desired outcome.

HOW CAN I BECOME A GOOD TEAM PLAYER?

- If time permits, get to know your team members. Having coffee or lunch with your teammates is a good icebreaker.
- Obtain contact information for each group member, their email, and cell phone numbers.
- Make sure that you all have flexible schedules and set up a time to meet.
- Identify a work outline to share with your group members. Be flexible, make changes when needed and accommodate other group members thoughts.

- Divide the parts equally amongst group members. Make sure that everyone is comfortable to work on his or her assigned part.
- Make sure that all team members are clear on the goals, objectives, and the expected outcome of the assignment.
- Do not dominate the group, and do not expect that everything will go your way. Be flexible, and listen to the input and ideas that others bring. Remember, most group conflicts arise from divergence in ideas and interests of the group members, try to accommodate as much as possible. It is group work; everyone should contribute an equal amount of work.
- If someone is confused, try to help him or her.
- Be honest; do not be afraid to give comments or suggest ideas or different methods.
- Try not to miss any group meetings, and ensure that everyone is aware of group meetings and activities. Decide on an effective method of communication to keep everyone updated with group activities. Respect all your team members. If someone is not participating or showing interest in the group work, talk to that person as a group. If that does not help, talk to your professor about it.

Suggestions

- If your group cannot meet physically, your group members can meet virtually using MSN Live Messenger, Skype, Yahoo Chat, or setup an online group via blackboard...etc.
- Try not to be in a group with people just like you. Diversity adds to the experience of group work.
- If your professor has not assigned a topic, choose a topic that everyone feels comfortable working on.
- Keep meeting minutes to update all group members on the discussions that have taken place in those meetings.

INDIVIDUAL WORK

Part of Grand Valley's mission as a teaching institution is to educate students to shape their lives, their professions, and their societies. At Grand Valley, it is expected that students conduct individual assignments. The work that you hand in must be your own work with any assistance properly documented.

HOW IMPORTANT IS INDIVIDUAL WORK?

Exams are not the only way to determine your grade; assignments play a vital role in the grading process. Make sure you review the syllabus in order to estimate the quantity and the type of assignments you are expected to complete during a course. Individual work can make up a large percentage of your grade for any course.

WHAT DOES INDIVIDUAL WORK CONSIST OF?

Individual work comes under two categories: (a) homework assignments, which consist of essays, presentations, homework sheets, quizzes, and pop quizzes, and (b) take home exams, which are applicable in some classes.

Further Information

What is a pop quiz?

Pop quizzes are very common in undergraduate programs in the United States. It is a test given by your professor without prior announcement to the students. It is very important to be always prepared for class.

WHAT ARE THE EXPECTATIONS FOR COMPLETING MY ASSIGNMENTS?

- Make sure the assignments are completed and turned in on time.
- Do not procrastinate.
- Your best resources for completing your assignments are the library, your textbook, the Internet, your professor, the tutoring center, the Writing Center, and your classmates.
- Ask your classmates about their approach to completing assignments. This will help you generate your own ideas when approaching assignments. Remember, the best way to learn is to ask for help.
- Talk with your professor if you do not understand an assignment. Do not feel embarrassed or afraid to ask your professor repeatedly until the assignment is clear to you.
- Expect that you will do additional work not required by the course. For example, if the syllabus has suggested readings, you need to be knowledgeable about that content, as well as the assigned readings.

EXAMS

Exams are very common to determine your final grade. It is essential to become familiar with test formats. Knowing test formats will help you do better in class. It is important that you understand the course material very well to be able to pass the exams.

WHAT TYPE OF TEST FORMATS ARE THERE?

- Multiple-choice questions; you select the best answer.
- True or false questions; you determine if the statement is true or false.
- Short answer questions; you provide a short answer to certain questions.
- Essay questions; you write an essay on the assigned topic.

HOW CAN I BEST STUDY AND PREPARE FOR EXAMS?

- Manage your time; make sure you set a schedule for your studies.
- Create a study environment and find the right place to study.
- Review the exam material ahead of time, and then ask your professor if you have any concerns or questions regarding the exam.
- Attend study sessions; some professors offer time during the class for students to ask questions about the exam.
- Your professor may give you a study outline; this will help you determine what to study and the area to focus on for the exam.
- Review your notes and re-read some of the material; pay special attention to what the professor discussed in detail during the class.
- Ask the professor for a sample outline of an exam; some professors may provide you with previous exam questions.
- Ask the professor about the exam format.
- Use flash cards or create a sample outline. This is a very effective way to help reinforce the information in your mind; this helps you learn the definitions and the material, and you can easily look up the information before the test.

PRESENTATIONS

Dale Carnegie, a pioneer in public speaking and personality development once said, "There are always three speeches, for every one you actually gave: The one you practiced, the one you gave, and the one you wish you gave." With this quote, it is fair to say, the process of delivering an exquisite speech takes a tremendous amount of effort, practice, and a combination of skills.

HOW CAN I PREPARE FOR A PRESENTATION?

- **Start by analyzing your audience.** Before selecting a topic, try to find out what kind of information your listeners might find interesting, useful, or necessary.
- **Organize your presentation.** When writing a speech, organize your presentation in a way that provides logical flow of information for your audience to follow.
- **Create an outline.** An outline plots the course of your presentation. It organizes and creates order to what you are saying. It provides structure and helps clarify your thinking¹.

Further Information

How do I analyze my audience?

- **Obtain background information on your audience if possible.** Determine the background of your audience on the topic that you will be presenting. Who will be your audience? How much do they already know about the topic? What biases might your audience have about your topic?
- **Use a language that everyone can understand.** Expect that your audience will be a mixture of native and non-native English speakers. Try to make your message clear. Avoid jargons, and provide definitions where possible. Remember the presenter's

¹ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

task is to make sure the audience understands the message; it is not about showing off your vocabulary skills. Keep your message clear and simple.

- **Provide new insights about your topic.** How much do your listeners already know about your proposed subject? Clearly, you do not want to waste your listeners' time by repeating information they already know. Furthermore, you do not want to present a topic that is too technical or too specialized for them².

WHAT DOES AN OUTLINE CONSIST OF?

1. **Introduction:** The introduction tells the audience what the presentation will be about, and prepares the audience to listen to the presentation. The introduction is the attention-gaining device. The introduction should be carefully structured and practiced until you are confident that you understand the material. The first minute of your presentation determines whether your audience will continue to listen and how they will listen, so practicing beforehand is always important. Some ways of gaining both the attention and interest of your listeners are by asking rhetorical questions, telling a story, making a startling statement, using humor, or using a quote.
2. **Body:** The main body of the presentation contains most of the significant information you will give to your audience. It will normally be divided into three (four at most) main points (ideas). Each point should be clear and supported by sub points that contain researched information and supporting materials.
3. **Conclusion:** Your conclusion should end your presentation, reinforce the main ideas you have presented, and provide some final impact on your audience. It should normally review your main points and provide clear closure with a strong, definitive final statement³.

HOW DO I DELIVER AN EFFECTIVE PRESENTATION?

- **Your voice:** The volume of your voice should be sufficient to carry on a conversation with the furthest person in your audience. Be sure to enunciate your words. The pitch of your voice should change during the presentation for variety. There should be pauses for emphasis (as punctuation in writing).
- **Your body language:** You should physically look calm. Your hands should be free of your note cards and the lectern so that your gestures seem normal and relaxed. You should make eye contact with every section of your audience (if not every person attending the lecture) so they feel that, at least at some point, you are addressing them individually. Smiling appropriately can build credibility with an audience. Use note cards only to keep track of the sequence of information you are presenting.
- **DO NOT read OR memorize your speech!**
- **Visual aids:** Use visual aids when appropriate. Make sure they are clean and clear enough for the entire audience to view. Keep them simple. Pre-check all equipment that will be used during the presentation.
- **Smooth transitions:** A transition is a bridge from one part of the presentation to the next. There should be transitions between the introduction and the main body of your presentation. Further, there should be transitions between each main point and between the last main point and the conclusion⁴.
- **Citations:** If you have used other sources to include in your presentation, you must give credit to those sources.

² Taken from Speaking Solutions, Candace Mathews, p 122.

³ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

⁴ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

HOW DO I KEEP THE AUDIENCE ENGAGED?

- **Tap into the five senses of learning.** If your presentation is more than an hour, alternate between lecture mode and group activities. If appropriate, engage the audience's five senses. For example, engage their sense of smell with fresh baked cookies, their sense of hearing with music, their sense of touch with squishy stress balls, or their sense of taste with candy or fruit. Tap into their problem solving abilities with games and exercises, and give them plenty of time for quiet reflection so they can process information. Tapping into their senses is the key to keeping them mentally engaged.
- **See the group as your customer.** Your job is to be the audience's coach and guide them through the speech. You are to facilitate discussion, inspire interest, and provide information to provoke and challenge them. There is no room for defensive behavior. Therefore, be mindful that you do not challenge participants when they question your information. Instead, be open and ask questions when you are challenged. For example, if someone challenges a concept presented, ask the person why he or she feels that way. Facilitate involvement from the room for understanding. Look at this as an opportunity to create some discussion around this new process so that you can slowly shift the mindset of that individual, as well as others in the room.
- **Physically create change in the room.** If you are conducting a session that is longer than a half day, physical movement is essential. As you speak, move around the room. You will want to balance lecturing with team activities. Visual movement also helps maintain interest. Consider using handouts, flip charts, video, and PowerPoint slides. Incorporate a mixture of movement from a visual perspective⁵.

CAN I USE NOTES DURING THE PRESENTATION?

If you have not made a presentation before, you might feel that you should write out the whole script. This can give you a good idea about the

length, and how it matches up with the time you are given. It can also be a good way to facilitate creative thinking, as well as letting you experiment with the words you plan to use. It is also a great way to allow you to interact with the presentation content and process it on a deeper level.

Whatever you do, do not read your written script word for word from a piece of paper, unless you absolutely have to. Even with the best message in the world, a script, when read aloud, loses the 'conversational tone' of a real speech. Your audience may even fall asleep. An exception to this might be if you have to present something in another language in which you may not be fluent, but in this case, you should make it clear to the audience why you are speaking from a prepared script. You should always rehearse your presentation, but learn what you are going to say by exploring various different ways of saying it⁶.

Suggestions

Practice presenting by speaking aloud in front of a mirror, or to a small group of friends or family. Experienced presenters only use a few brief notes or cards to remind themselves of the main headings, or they may use slides as prompts.

SHOULD I HAVE HANDOUTS FOR MY PRESENTATION?

Handouts allow you to provide more detailed information than you would put on a slide. They give your audience something to take away from your presentation, to review later. They are one more way for your listeners to remember you and your key messages.

Handouts are especially useful if your presentation is highly technical or complex. They can further explain important information. For example, you may want to include in your handout supporting data that you chose not to include in your presentation, such as case studies, references,

⁵ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

⁶ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

marketing literature, or other materials. Your handout also can serve as a summary of your key points. The handout can include detailed information that you might not have covered in your presentation⁷.

WHEN SHOULD I DISTRIBUTE THE HANDOUTS?

In some instances, you may choose to distribute your handout before you present, if you want your audience to be able to take notes on the handout as you go through your slides. However, the benefit in allowing note taking on the handouts is outweighed by loss of your audience's attention. Therefore, in most cases, you are better off holding on to the handout until you are finished presenting. That removes the temptation for some people to read the handout while you are speaking, which is a distraction and thus counter-productive. If you are using a handout, tell your listeners, so they will know they need not take notes and can thus focus their attention completely on you.

WHAT INFORMATION SHOULD I INCLUDE IN MY HANDOUTS?

Your slides are an instant guide to the information you might include in your handout. Review the bullet points and graphics. Remember, when you were preparing your presentation, you selected the most essential information, offered concisely, that supported your messages. With your handout, you are free to expand on bullet points and graphics to allow a more complete explanation. You need not limit your handout to the topics covered in your presentation. It is okay to include related information that further supports or explains the material covered in your presentation⁸.

Suggestions

Give your handout a professional look. Pay attention to quality and design. After all, the handout is an element in the image you are trying to project. In short, think of your handout as another element of your presentation.

Further Information

How can I manage presentation time?

- Make sure your speech fits in with the amount of time allotted for the presentation.
- If you are presenting in a group, make sure to divide the time equally amongst the group members.
- Be flexible; sometimes you will have to skip through some slides because of time limitations, etc.

Why do I need to have a backup for my presentation?

- Backup your presentation in case you have a problem locating your presentation. You can email the presentation to yourself, have a copy of the presentation on a flash drive, and even keep a printout of your presentation.
- Prepare additional slides as a backup, in case you need to elaborate more on a certain topic or issue.

How do I respond to the audience's questions?

- When practicing your presentation, look for questions that you would expect to come up during the presentation, and be prepared to answer them.
- If you are unable to answer a certain question, or just do not know the answer, politely say that you do not know, or you have not looked into it. It is all right that you do not know the answer. Admitting that you do not know is better than providing false information.
- If you do not know what you are talking about, do not say it at all.

⁷ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

⁸ Taken from Abdullah Dahlawi workshop on 'how to do successful presentation'.

WRITING PAPERS

Word to the wise

- What you wear should be appropriate to the subject and the audience (everything about you is a message).
- Make sure you know your topic very well, as this will give you confidence during your presentation.
- Prepare an agenda at the beginning of the slides, to walk your audience through the presentation.
- Do not read your slides; your slides should only contain the main points. Make sure you are able to cover the important points.
- Stay on the topic so you do not stray from the message.

Suggestions

One good way to practice and learn more about presentations and public speaking is to join Toastmasters at Grand Valley State University. This organization is very helpful to teach you the techniques necessary to be a good presenter.

Web site: www.gvsu.edu/toastmasters

One of the challenges for many international students is to write academic papers in another language. Writing academically is a skill that you can obtain with guidance and practice. At Grand Valley, most of your courses will include writing papers.

ENGLISH IS NOT MY FIRST LANGUAGE; WILL I STILL BE ABLE TO DO WELL IN SCHOOL?

Yes! Of course you will be able to succeed. You need to prepare yourself well in advance when you are going to start writing papers. Keep in mind, even though you might not be majoring in writing, you will still be required to know how to write well. Of course, depending on your professor, some might emphasize your writing skills, while others will not be as concerned as long as you deliver your points clearly. Nevertheless, that does not mean that you may neglect the importance of writing. Grand Valley offers writing courses in addition to writing resources to help improve your writing skills.

WHAT WRITING STYLES DO GRAND VALLEY STUDENTS USE?

There are different style guides for writing a paper. The two most commonly used writing styles at Grand Valley are APA and MLA format. Depending on your professor, some might require you to follow a certain style guide; while others will encourage you to choose whichever style you would feel comfortable writing in. Usually, your professor will indicate their preferred style on the syllabus.

Suggestions

It is highly recommended that you purchase books and materials that will help improve your writing style. Speak with the Writing Center to suggest books for the Publication Manual of the American Psychological Association (APA Style) and Modern Language Association Style Guide (MLA Style).

WHAT TYPES OF WRITING TECHNIQUES CAN I USE WHEN WRITING PAPERS?

There are different types of writing techniques: analytical writing, argument writing, evaluation writing, personal narrative, reports, creative writing, thesis/dissertation papers, technical writing, etc. It is a good idea to become familiar with different writing techniques. Your professor might specifically ask you to submit a report or an analytical paper.

HOW CAN I BUILD ON AND EXPAND MY ENGLISH VOCABULARY?

Building and expanding on your English vocabulary is an efficient way to help you with academic writing. A good way to expand your English vocabulary is to read professional and academic journals and articles.

Suggestions

You can sign up for “word of the day” free at <http://dictionary.reference.com>

You will receive a new word with the definition everyday on your email. It will be good practice to start using these new words in sentences.

WHERE CAN I SEEK ADVICE ON MY WRITING ASSIGNMENTS?

The Fred Meijer Center for Writing and Michigan Authors (Writing Center) at Grand Valley provides excellent services and consultations for all their students. It is highly recommended that you visit the Writing Center to assist you with any questions and concerns that you may have when writing a paper. In addition, they assign you a writer for a full semester to work with you one-on-one for all of your writing assignments.

Further Information

Where can I get more information on the Writing Center?

The Writing Center at Grand Valley is available for students at no cost.

Web site: www.gvsu.edu/wc

WHAT KIND OF TOPICS CAN I CHOOSE?

For most of your writing assignments, your professor will assign a topic or a subject. Other times, your professor will expect you to choose your own subject; this approach is more common at the graduate level.

I AM UNABLE TO FIND THE RIGHT TOPIC, WHAT DO I DO?

Most of the time, choosing a topic is the hardest part. If you are having trouble finding a topic, you can always consult with your professors, friends, and even classmates to give you some suggestions. Try to come up with two or three topics, which you are most passionate about, and then begin searching for resources.

Suggestions

If you have the flexibility to choose your own topic, make sure that you choose a topic that you are familiar with and feel comfortable writing about, and which you are interested to learn more about.

WHERE CAN I FIND GOOD RESOURCES FOR MY TOPIC?

When you go to search engines like Google, Yahoo, or Google scholar, you are certain to find many resources. However, most of them would not be a valid source for your topic. In addition, you will be required to purchase some of the articles. Since professors require academic resources, your best resource would be to search Grand Valley's library database. In addition, many good articles, which you are required to purchase through the commercial search engines, will be available in Grand Valley's library database at no cost. The library has friendly staff that are willing to guide and assist you with finding resources. Trust that it will make your life easier at Grand Valley. Each academic unit has a librarian that specializes in that field and can assist you with research and sources.

Suggestions

Grand Valley's library offers complementary workshops every semester; they teach you how to best search for your resources online. It is highly recommended that you attend this workshop.

Further Information

Where can I get more information on the Grand Valley library?

The library resources are available to the students at no cost.

Web site: www.gvsu.edu/library

I AM UNABLE TO FIND THE RESOURCES FOR MY TOPIC, WHAT ARE MY OPTIONS?

If you are unable to find enough resources on the topic of your choice, having two to three topics as a backup plays to your advantage. You can

switch to another topic, or you can adjust the topic of your choice based on the type of resources you find. One good way to research a topic is to conduct a general search on a specific topic, then look for the types of resources generated based on your search area, and finally determine your topic. The amount of resources needed for your paper will vary based on how short or how long your writing assignments will be. Your professor will usually provide an estimate on how many resources they require.

WHY DO I NEED AN OUTLINE FOR MY PAPER?

Before writing your paper, it is a good idea to create an outline for your paper, though it is not mandatory. The more detailed your outline, the better. Think of it as a table of contents page, without page numbers. Reasons for preparing an outline are that it⁹

- Aids in the process of writing.
- Helps you organize your ideas.
- Presents your material in a logical form.
- Shows the relationship between ideas in your writing.
- Constructs an ordered overview of your writing.
- Defines boundaries and groups.

HOW CAN I CREATE AN OUTLINE?

- Start by brainstorming a list of all of the ideas that you want to include in your paper.
- Organize related ideas together.
- Arrange material in subsections from general to specific or from abstract to concrete.
- Create main and sub headings.

⁹ Taken from Web site: <http://owl.english.purdue.edu/owl/resource/544/02/>.
retrieved: August 18, 2009.

WHAT DOES THE OUTLINE CONSIST OF?

- Title
- Introduction
- Body
- Conclusion

HOW DO I START THE WRITING PROCESS?

Once you have your paper outlined and ready, it is a matter of filling in the blanks and making adjustments as needed. Then it is time to type your thoughts onto the paper. Begin with a rough draft. When writing a draft, write all that you would like to talk about. You want to be able to see all the information on paper. It does not have to be perfect at this time because you are preparing a rough draft.

Suggestions

It is a good idea to start your research and write your draft well before the due date. This will give you enough time for peer review so you can make the necessary changes and adjustments to your paper. Peer review is a very important step when writing papers. Even the writing experts conduct peer reviews. Having someone else read your paper helps you and the reviewer better understand your paper.

HOW DO I FINALIZE MY PAPER?

Once you have had someone review your paper and make the necessary changes, it is time to finalize your paper layout and format. Make sure it flows in a logical manner, and double-check your resources and citations. Be careful about plagiarism. If you are facing any difficulties, talk to your professor or the Writing Center for assistance.





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Grand Valley State University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university. 12/09.

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