

STARTING POINTS: COMPOSING A SUMMARY, ANNOTATED BIBLIOGRAPHY, REPORT, OR ANALYSIS

An Informative Explanation

How do I find a topic to write about?

- Practicing a Genre: Analyzing Opposing Arguments (p. 172)
- Choose a controversial topic to write about. (pp. 195–96)
- Test Your Choice: Choosing a Topic (pp. 196–97)
- Conduct research to find sources. (p. 197)

How can I summarize my sources?

- Assess the genre’s basic features: An informative explanation. (pp. 175–76)
- Summary: “A Moral Market” (Maya Gomez) (p. 178)
- Summarize sources and annotate your working bibliography. (pp. 197–99)

How do I annotate sources for an annotated bibliography?

- Annotated Bibliography: Compensating Kidney Donors (Maya Gomez) (pp. 179–81)
- Summarize sources and annotate your working bibliography. (pp. 197–200)

An Informative Explanation

How can I cite my sources properly?

- Chapter 24, Citing and Documenting Sources in MLA Style (pp. 644–73)
- Chapter 25, Citing and Documenting Sources in APA Style (pp. 674–84)

How do I interest my audience?

- Determine the writer’s purpose and audience. (pp. 173–74)
- Remix: Remixing Information from Your Report or Analysis (p. 192)
- Test Your Choice: Choosing a Topic (pp. 196–97)
- Analyze your audience. (p. 200)

How can I focus my explanation?

- Brainstorm subtopics for a report. (pp. 200–1)
- Choose opposing argument essays to analyze. (p. 201)
- Synthesize sources for a report or analysis. (pp. 201–2)
- Analyze and compare the opposing argument essays. (pp. 202–3)
- Draft a working thesis for your report or analysis. (p. 204)
- Test Your Choice: Evaluating Your Analysis (p. 204)

A Clear, Logical Organization

How do I organize a report or analysis?

- Assess the genre's basic features: A clear, logical organization. (p. 176)
- Brainstorm subtopics for a report. (pp. 200–1)
- Synthesize sources for a report or analysis. (pp. 201–2)
- Analyze and compare the opposing argument essays. (pp. 202–3)
- Test Your Choice: Evaluating Your Analysis (p. 204)
- Draft a working thesis for your report or analysis. (p. 204)
- Create an outline to organize your report or analysis effectively for your readers. (p. 205)

Smooth Integration of Sources

How do I integrate sources?

- Assess the genre's basic features: Smooth integration of sources. (pp. 176–77)
- Summarize sources and annotate your working bibliography. (pp. 197–200)
- Develop your report or analysis. (p. 206)

Appropriate Explanatory Strategies

What kinds of explanatory strategies are appropriate in a report and an analysis?

- Assess the genre's basic features: Appropriate explanatory strategies. (p. 177)
- Use visuals or multimedia illustrations to enhance your explanation. (p. 208)
- Draft your report or analysis. (p. 209)