

# ENV201: Tutorial Week 3

## Reverse Outlines and Source Documentation

These materials were created for educational purposes by the course instructor, Professor Tenley Conway.

# Reverse outlining

---

- ▶ Creating an outline after writing a (draft) of your paper
- ▶ You cannot focus on writing specifics (words, sentences, punctuation) at the same time as the whole (bigger argument; flow of entire paper)
  - ▶ Allows you to evaluate paragraph structure and flow of entire paper
- ▶ Can be used along with a standard outline
- ▶ Can be used to closely read someone else's writing (a study approach)

---

▶ From: <http://www.utsc.utoronto.ca/twc/writing-process>

These materials were created for educational purposes by the course instructor, Professor Tenley Conway.

# Creating a reverse outline

---

- ▶ Number each paragraph
- ▶ On a separate sheet, list the paragraph numbers and then summarize each paragraph in one sentence
  - ▶ What is this paragraph about?
  - ▶ What point is this paragraph making?
- ▶ Review the sentences in order



# Evaluating the outline

---

- ▶ **Improve paragraph structure**
  - ▶ If you have trouble summarizing a paragraph in one sentence it may have too many ideas; break into multiple paragraphs
  - ▶ If your summary is the same length as the paragraph, the paragraph is probably underdeveloped
  - ▶ Would it make the paper clearer if the outline summary was at the beginning of the paragraph- a clear topic sentence



# Evaluating the outline

---

- ▶ Strengthen your flow of information and strength of argument
  - ▶ Does each paragraph support or related to your thesis or major claim
  - ▶ Read the outline out loud. Does it flow logically or is it choppy?
  - ▶ Do some summary sentence sound very similar? Can these paragraphs be combined?
  - ▶ Are any summary sentences unrelated to the rest? Can these paragraphs be eliminated?

## Some additional tips:

---

- ▶ If your paper has subheadings, include them in your reverse outline
- ▶ You can do a partial reverse outline for one or two sections of your paper or argument—you don't always need to outline the whole paper
- ▶ You can make a reverse outline on your word processor using headings and then the outline function
- ▶ If you need to write an abstract, your reverse outline is an excellent place to start



# Source Documentation

---

1. If you use an author's specific word or words, you must place those words within quotation marks and you must credit the source.

2. If you use your own words, but you obtained the information or ideas you are presenting from a source, you must document the source.

- ▶ Provide the in-text citation immediately after the phrase or sentence, even if you end up citing the same work multiple times in a paragraph



# Class format: Use the APA Citation Style.

---

- ▶ In his classic study, **Pinker (1994)** summarized the skepticism of current researchers and observers about whether the signs produced in the Washoe project were really American Sign Language. His conclusion was that chimpanzees' abilities at “anything one would want to call language” were almost nil (p. 339). A group of statisticians (**Tannenbaum, Leung, Sudha, & White, 2005**) who re-analysed published data argued further that the compound words once claimed as inventions of a particular chimpanzee were the results of repeated random juxtapositions.

## References

Pinker, S. (1994). *The language instinct: How the mind creates language*. New York: Morrow.

Tannenbaum, R.V., Leung, K., Sudha, J. R., & White, M.A. (2005). A re-examination of the record: Pitty Sing's creation of compound words. *Journal of Biostatistics*, 20, 368-396.

---

▶ From: <http://www.writing.utoronto.ca/advice/using-sources/documentation?start=2>

These materials were created for educational purposes by the course instructor, Professor Tenley Conway.



# When do you NOT need to cite a source?

---

- ▶ General common knowledge is factual information considered to be in the public domain, such as birth and death dates of well-known figures, and generally accepted dates of military, political, literary, and other historical events.
  - ▶ Canada Day is July 1<sup>st</sup>, marking the anniversary of confederation
- ▶ Field-specific common knowledge is “common” only within a particular field or specialty.
  - ▶ Would your classmate know it?
  - ▶ Most information presented in a lecture or in your textbook is field-specific common knowledge
- ▶ If in doubt, be cautious and cite the source.