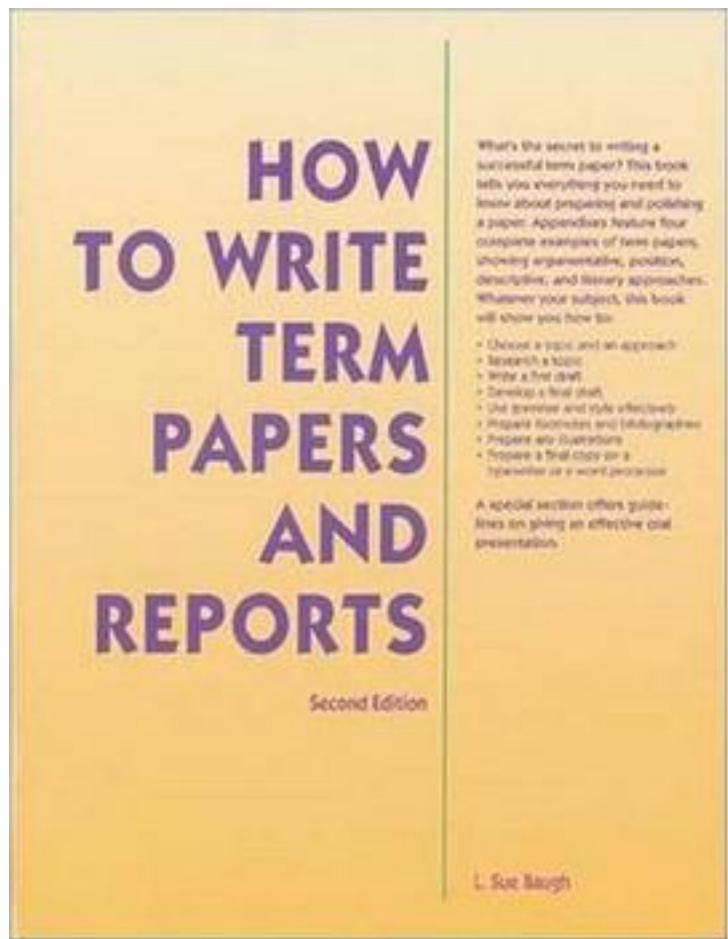


How to Write Term Papers and Reports



What's the secret to writing a successful term paper? This book tells you everything you need to know about preparing and polishing a paper. Appendices feature four complete examples of term papers, showing argumentative, position, descriptive, and narrative approaches. Whatever your subject, this book will show you how to:

- Choose a topic and an approach
- Develop a topic
- Write a first draft
- Develop a final draft
- Use grammar and style effectively
- Prepare footnotes and bibliographies
- Prepare oral presentations
- Prepare a final copy on a typewriter or a word processor

A special section offers guide lines for giving an effective oral presentation.

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著者: Baugh, L. Sue

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"How to Write Term Papers and Reports" is a helpful guide to writing papers and making oral presentations. The text is arranged sequentially beginning with choosing and narrowing a topic, determining an approach, and preparing an outline. From

there, the book moves through research tips and note taking to writing drafts. A special chapter is included discussing illustrations, such as graphs, tables, and pictures.

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