Writing Guidelines

We have structured this course to make your learning experiences more interesting, and you will find that the knowledge you gain from this course will be useful throughout your entire life. Former students of this course will tell you that the structure of the course will help to make your learning fairly easy to accomplish. The key to this success is to work within the structure, and follow the suggestions we offer. You will demonstrate your knowledge, understanding, and competency by submitting an essay assignment for some lessons and by taking the midterm and final exams.

Rio Salado College emphasizes writing and logical thinking skills in all courses. In this course, you will be using short-answer, essays, some objective assignments and test questions to demonstrate that you understand the issues, key course terms, and concepts.

A number of students experience some difficulty in identifying a format that will assist them to fully answer the essay questions. The following suggestions represent a format that has been used by students who do well.

In an essay, each answer should consist of the following:

A. **An Introduction paragraph, which** contains a minimum of two sentences that introduces your answer to the reader and establishes a foundation for the remainder of your answer.

B. **Body paragraph(s), which** present the major content of your answer. Each body paragraph consists of at least two sentences. Most students include two to three paragraphs with three or four sentences within each paragraph.

C. **A conclusion paragraph, which** contains a minimum of two sentences and summarizes the major points contained in the body paragraph(s).

**Minimum Technical Standards of Format for Assignments**

- Be written in paragraph/essay format with an introduction and conclusion
- Be written correctly, using proper grammar and spelling
- Be written in your own words
- Use the following suggested style of citation when you quote or paraphrase material from the text or other sources:
  
  Sample for a citation in the body of your essay: *(Henslin, p. 4)*
  

- Be complete, with sufficient depth of response to communicate the concepts adequately

"Before you submit any essay assignment review the Essay Assignment Assessment and Feedback "