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100 Day – Essay Draft

1. Complete the following online training programs. It is recommended that you take notes as you progress through the videos, blogs, or PowerPoint programs. Write a brief annotated outline for each level two heading (2-3 sentences) of what you learned from the online training sessions.

a. Strategies for variation in sentences (click on and review each topic under the Strategies for Variation headings [five topics])

a. Appropriate Language Overview (click on and review each topic under the heading [six topics])

b. Essay Writing (click on and review each topic under the Sentence Structure headings [five topics])

c. Rhetorical situations (click on and review each topic under the Rhetorical headings [eleven subheadings]. View the PowerPoint presentation (13 slides) under the Rhetorical Situations heading. View the Vidcast “Introduction to Rhetoric” and 14-minute video “In Defense of Rhetoric” (links provided in the first subheading section under Rhetorical Situations.

d. Four Main Components for Effective Outlines (click on and review each topic under the Developing an Outline headings [three topics])

e. Detailed APA PowerPoint Presentation (review the PowerPoint Presentation) 2. Structure (Assignment evaluation includes the following structure below).

a. Download the “OGS APA Course Assignments Template 7th Ed 2021” template from the General Helps folder in the AA-101 The Gathering Place Course on DIAL. Using the template, create the following pages.

b. Title Page (not included in page count).

c. Copy and paste the assignment instructions from the syllabus starting on a new page after the title page, adhering to APA 7th edition style (APA 7 Workshop, Formatting, and Style Guide, APA 7 Quick Guide).

d. Start the assignment on a new page after the copied assignment instructions. e. Document all sources in APA style, 7th edition (APA 7 Reference Example, APA 7 Quick Guide)

f. Include a separate Works Cited page, formatted according to APA style, 7th edition (not included in page count).

3. Submit the completed paper to DIAL.

1.a. Strategies for Variation in Sentences

1. General strategies for Varying sentence structures, style and rhythm help to avoid being monotonous, emphasize important points and reduce repetition (Purdue University, 2023, Sentence variety section).

A. Writing different length sentences allows to emphasize the idea

effectively and enlivens paragraphs.

B. Using different sentence openings and rephrasing can add to

sentence variety to refresh writing.

1. Combining short sentences with conjunctions (ex: and, but, or, nor, yet, for, so) or using various connectors (ex: although, because, after, before, if, rather than, where, whereas, that, whether, while) to form complex sentences with subordinate clauses will help to avoid choppy rhythm in writing (Purdue University, 2023, Sentence variety section).
2. To avoid repetition one sentence can be embedded inside another with a relative pronoun (ex: who, whose, that, which) or a link verb (was, were, am, are, is) can be eliminated in a sentence, or alternatively, we can replace a sentence with a prepositional phrase (ibid).
3. At the beginning of sentences, phrases and clauses with dependent markers (ex: though, since, in order to, as, even if, unless, when, whenever, until, as if) or transitional words and phrases (ex: consequently, accordingly, despite, even though, also, in contrast, in conclusion, similarly, otherwise, therefore, regardless, on the whole, however, specifically, nevertheless) can be used to vary sentence rhythms and patterns (Purdue University, 2023, Sentence variety section).

1.a. Appropriate Language Overview

I. Using the language and style of writing that is expected by the audience and appropriate for the purpose is essential (Purdue University, 2023, Using

appropriate language section).

A. An academic essay or a covering letter to apply for a job is written in a

formal style, and an informal style is used to write a personal letter to a

friend or in some other informal situations.

B. There is a scale of formality, for example, a semi-formal style can be

used in an application letter to a familiar colleague (ibid).

II. It is important to consider what vocabulary or terminology would be

appropriate for the audience.

A. Using any in-group jargon or specialized terminology without

providing explanations should be avoided when writing for and

addressing a general audience.

B. The use of in-group jargon and terminology will be expected when

writing to a certain in-group audience.

C. Using informal vocabulary, idioms or slang should be avoided in

academic and formal writing (Purdue University, 2023, Using appropriate

language section).

III. Euphemisms and any deceitful or confusing language should be avoided

with the exception of terms and euphemisms considered appropriate and

sanctioned by the affected groups.

IV. Appropriate and effective writing should not contain any gender-biased

language.

V. In terms of appropriate pronoun usage, there are alternative ways, such as

recasting the whole sentence or a part of it into the plural, replacing the

pronoun with 'one, you', or 'he or she', alternating male and female

expressions, or using plural pronouns as substitutes and rephrasing the

sentence (Purdue University, 2023, Using appropriate language section).

1.b. Essay Writing

I. The origin of word 'essay' from the Latin verb 'exigere' meaning 'to test or to

examine' gives a helpful insight into the essence and general purpose of writing

academic essays, which is for students to examine, test and develop concepts and

their ideas on a certain topic (Purdue University, 2023, Essay writing section).

II. Essay writing requires preparation, planning, practice and confidence, as well as

understanding the four common essay genres (expository, descriptive, narrative

and argumentative).

III. While writing an expository essay, students are expected to examine an idea,

evaluating evidence and providing arguments concisely. The common

five-paragraph method for writing this type of essays includes an introduction,

three main body paragraphs with evidence and another paragraph to draw a

conclusion (ibid).

IV. In descriptive essays students are to describe various objects, people, places,

situations or give an account of emotions and experiences. It is advisable to

brainstorm ideas and make up a list before describing an object. Using clear,

concise and vivid language appealing to the reader is always recommended.

V. A narrative essay can be written as a story with an introduction, setting, plot,

characters, climax, conclusion, or it could represent an informative narrative. In

either case, it should have a clear introduction and purpose (ibid).

VI. An argumentative essay is similar to an expository essay, but it involves

extensive literature research, discussion of different view points and might also

require data collecting (Purdue University, 2023, Essay writing section).

1.c. Rhetorical Situations

I. A situation where a person uses communication to influence in any way or change

the perspective of another person or other people is a rhetorical situation (Purdue

University, 2023, Rhetorical situations section).

A. Aristotle's views on rhetoric influenced the way people understand it simply

in the meaning of "persuasion" (ibid).

B. Contemporary philosophers suggest that rhetoric is not only persuasion but

implies certain methods used by people "to identify with each other" (ibid) or

to encourage the other person or people to see their perspectives of things,

ideas or experiences.

II. Understanding rhetorical situations is helpful when writing a text, composition

or analysis.

A. It is important to be able to analyze and identify the elements of a rhetorical

situation in order to communicate effectively in writing.

B. Each rhetorical situation has five elements: a text, an author, an audience,

purposes, a setting (Purdue University, 2023, Rhetorical situations section).

III. The concepts of 'logos, ethos, pathos, kairos and telos' were the terms Aristotle

used to explain the functions of rhetoric (ibid).

A. 'Logos' referred to the content and structure of the text.

B. 'Ethos' generally referred to an author's perspective.

C. 'Pathos' referred to the perspective of an audience.

D. 'Telos' implied the purpose of communication, and Kairos referred to the

elements of the speech setting.

IV. In a rhetorical situation, text is a form of communication, which is

affected by three factors: the medium, various tools used to create a text and

tools to decipher it.

A. The medium or different types of media, that people use, affect their

communication in rhetorical situations.

B. Tools to create a text include basic physical tools and complex ones, as well

as conceptual tools that can be simple and complicated; and the types of

communication depend on the tools.

C. Audiences also use various tools that affect the way they perceive texts

(Purdue University, 2023, Rhetorical situations section).

V. Authors' communication is affected by their backgrounds; and likewise,

audiences' backgrounds affect the way they receive communication.

VI. In a rhetorical situation various purposes determine the way an author

communicates, and how an audience receives a communicated text.

A. According to Johnson-Sheehan and Pain (cited in Purdue University,

2023, Rhetorical situations section), authors generally write texts to fulfill

one of two groups of purposes: informative or persuasive; and each of the

groups identify various specific purposes.

B. Audiences purposes vary from more passive purposes to active purposes.

C. The way a rhetorical situation develops is also affected by the authors'

and audiences' attitudes related to their purposes, qualities and the context

(ibid).

VII. A setting of a rhetorical situation is determined by the time, place and

community.

A. The way authors and audiences communicate depends on the time their

communication takes place or the time audiences receive texts.

B. The different ways texts are created and received are affected by the

places of rhetorical situations as well as authors' and audiences'

backgrounds.

C. Authors' and audiences' communities and conversations affect the process

of communication and the way texts are created and received (Purdue

University, 2023, Rhetorical Situations section).

1.d. Main Components for Effective Outlines

I. Creating an effective outline aids in the writing process, helps to organize and

present information logically, provides an overview and helps to define groups

of ideas and the relationships among them (Purdue University, 2023,

Developing an outline).

A. Outlines should have four main components: parallelism or parallel structure

of headings and subheadings, coordination of the information, subordination

of the information and division.

B. The three main types of outlines are: alphanumeric, full sentence outlines

and decimal (ibid).

1.f. APA Formatting and Style Guide

I. The American Psychological Association citation style is the format used in the

social sciences, that regulates stylistics, citations in the text and references

(Purdue University, 2023, APA formatting and style guide section).

A. First-person pronouns are preferable; active voice is used to stress the

actions and passive voice is used to stress the object of the actions; the

language should be clear, concise and plain.

B. An essay includes four sections: title page, abstract, main body and

references; there are differences in formatting student and professional

papers, that mainly extend to the running header and title page; the text

should be typed double-spaced and the sources used are identified with

parenthetical or narrative citations; quotations are introduced with signal

verbs such as: maintained, contended, acknowledged, responded, argued,

reported, concluded (ibid).

C. Entries in the references should be in alphabetical order with authors' names

inverted and only the first letter of the first word capitalized; titles of books and

journals are italicized (Purdue University, 2023, APA formatting and style

guide section).

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