Instructor’s Guide for Paper’s

Introduction, Body, and Conclusion

**Introduction:** Must introduce the paper itself and its agenda, not just the general topic of the paper.

Tell the reader WHAT the paper is about, WHY the paper is important, and HOW the paper is organized and structured.

 Introduces the paper with focus on the subject, question(s) and structure of the paper. Engage the assignment fully in the paper’s introduction and tell how the paper will tackle all assigned topics. Do not meander with narrative, get to the point quickly as a possible in a systematic matter.

Subject- what the paper is about

* Explain why the study is important and worth reader’s consideration
* It answers a question(s), resolves an issue(s), solves a problem(s)

How the paper will be organized: Paper MUST be at least 750 words, and try to keep it under 1,000 words.

* Number of sections, what they deal with, how the will be arranged and structured (historical, topical, sequence in a text, etc.)

Issues and questions suggest concepts and categories in which specific terms (beliefs, ideas, texts, historical periods) can be analyzed.

Concepts and categories presented in the introduction, help organize the paper and facilitate clear and meaningful analyses of specific terms.

**Body:** The heart of the paper. It contains date and analysis necessary to reach a conclusion that is meaningful in terms of the concerns of the paper. Which have been presented in the introduction.

* Each section looks back to the introduction, the HOW of the paper, and forward to the conclusion.
* Aim to drive home a point about each concept analyzed or those that have been compared or contrasted.
* Each section of the body has its own conclusion followed by a relevant transition into the next section.

**Conclusion:** Is not a summary of the paper. It functions to drive home the point of the paper:

* To answer the questions(s), clarify the issue(s), solve the problem(s) presented in the introduction
* The conclusion should be clearly related to the Introduction of the paper. As well as the important findings presented in the body of the paper and explain how these findings answer the WHY question presented in the introduction.
* The answer is direct and emphatic using findings in the body of the paper while not simply repeating the findings. Do NOT SUMMARIZE in your conclusions.

Grading Rubric

20 % CONCEPT: The topic of the paper and the relevant question, issue, problem, to be engaged i.e. clarity in the relationship of the “what” and the “why” of the paper.

20% COMPOSITION: Grammar, style, spelling, syntax, usage, precision in citations and notes, overall structure.

20% CONTENT: Facts, data, dates, direct quotes, technical or religious terms, relevant theories, and necessary/relevant sources.

20% COHERENCE: Organizational precision, following through on structure given in the introduction, support for claims and assertions, clarity of reasoning, premises for conclusions and accurate deployment of sources.

20% CONCLUSION: Findings that are clearly and logically related to the topic of the paper, and material developed in the body of the paper.

*Approved cyber sources a bound text must also be used*.

End, foot, and a bibliography CMS

Double-spaced numbered page’s upper right

Cover page

An analysis of the reading versus a book report or plot summary

1. Lack of clear and systematic introduction
2. Errors in citation of sources
3. Too many errors in writing; tense and number
4. Lack of depth in analysis: unsupported claims or ones poorly supported)
5. Lack of detail in exposition: related to descriptions of a topic in the paper of the author’s position
6. Absence of necessary technical terms or lack of full explication of terms used
7. Less than full expression: a result of summarizing a position or simply not writing fully expressive sentences.
8. Less than clear expression: a result of using the wrong words/terms or misusing appropriated one to express one’s understanding
9. Problems with conclusions: absence of conclusions, conclusions that are summaries, and conclusions that are unrelated to the body of the paper.
10. Failure of paper to follow the agenda given in their introductions, especially the ”how” of the introduction
11. Failure to fully respond to the assignment, specifically failing to respond to one of more assigned elements.
12. Omission of relevant sources
13. Paraphrasing, near-quoting….