

Paper #1 and #2 Assignments

COM 4462 Conflict Management

For the Paper #1 assignment, you are asked to write a complete summary of each of the assigned chapters up to the time that Paper #1 is assigned and due (chapters 1-4). The summary paper is where you synthesize each chapter and write analytically.

For Paper #2, you are asked to write a complete summary of chapters 5-9.

Requirements

In writing your summary paper, you should structure your paper in alignment with each chapter, by summarizing all of the main themes and terminology set forth in each chapter. For each chapter summary, you will need to have an introduction paragraph with a thesis statement, body paragraphs in support of the thesis statement which discuss the main themes in the text book chapter. You must have a conclusion as you summarize each chapter. The nature of your writing is analytical, in the third person, and formal. Do not use colloquialisms.

You should have one reflection paragraph at the end of each chapter summary in which you discuss your own personal example of the theories and themes discussed in each chapter. Provide a subheading for this reflection paragraph indicating that it is a reflection based on the assigned chapter.

Your summary of each chapter should be approximately 10%-20% of the source. Therefore, if one chapter is 40 pages long, then your summary of that chapter could logically be between 4-8 pages long. You must include headings and subheadings in the formatting of your paper. You will need to use APA style.

What is the purpose of the Paper #1 and #2 assignments?

There is a dual purpose:

1. To create a piece of writing that helps you to comprehend and remember what you learn from the assigned readings.
2. To demonstrate for grading purposes that you have read and understood the assigned reading, and that you are prepared to make meaning out of theories to then apply them in everyday life.

Preparing to Write

Ensure that you have read and understand the chapters before writing your summary. These are some preliminary steps as you write a summary.

1. Skim the chapter. Notice the subheadings. If there are no subheadings, notice the division of themes in the chapter. Consider why you have been assigned the reading; what value does it bring to understanding the course content and objectives.
2. As you read the text, take notes on the important information.
3. In your own words, make notes on the main points of each section.
4. Write down the key support points for the main ideas.
5. Do this for each chapter.

Here are some errors made by students when writing analysis or summary papers.

- Summarizing the paper without going into detail; writing is overly generalized
- Regurgitation without showing evidence of deeper understanding
- Excessive quotations
- Poor balance of specific details and general ideas
- Vague critical analysis
- Criticism with no supporting evidence
- Poor organization, no thesis statement, no paragraph structure, abrupt conclusion or overly simplified conclusion.
- Errors in grammar, punctuation, mechanics, poor proofreading

Here are some sources which may be helpful as you prepare a summary paper:

<https://openoregon.pressbooks.pub/wrd/chapter/writing-summaries/>

<https://writingcenter.unc.edu/tips-and-tools/summary-using-it-wisely/>

https://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/index.html

<https://integrity.mit.edu/handbook/academic-writing/summarizing>

<https://wac.colostate.edu/docs/books/involved/chapter5.pdf>