

ENGL 121: Group Project Report

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UNIVERSITY OF ALBERTA
WRITING ACROSS THE CURRICULUM



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Welcome to the Centre for Writers

The Centre for Writers will reopen on September 16, 2013. We will post more information in the coming hours soon. Please be advised that we will now require you to show your **One Card** before your appointment."

We offer free writing support to all students, instructors and staff at the University of Alberta – in any subject, discipline, program, or faculty, and at all levels of study. Tutors can assist you with any type of assignment or project, at any stage of the writing process.

To book, change, or cancel appointments, please click here.

Interested in becoming a tutor, click here.

Professors/Instructors: To request a classroom visit by a tutor, click here.

To find our location please click here.

The Centre for Writers invites YOU to weekly, **FREE WORKSHOPS on the English language!**



The Writing *Process*

Getting started

- Explore the assignment
- Make rough notes
- Pick a tentative topic



Drafting/revising

- Make an appointment at a writing centre; attend a group tutorial
- Get feedback on your draft/revise: work on higher order concerns: structure, argument, organization

Editing

- Work on style and lower order concerns
- Proofread, consult checklist for assignment



Purpose: Collaboratively, write a report detailing the group's project, including details on your purpose, process, methodology/technology, outcomes, and the challenges and successes you experienced.

Genre: report
descriptive/summative
analytic/reflective (connect to literary texts)

Audience: ?

Length: 2000 – 3000 words (excluding references and footnotes, double-spaced, 12 pt font, 1" margins)

Value: 25% grade

Draft Due:

References: *MLA*

Headings: ?



In your final presentation and report you will **describe** your collaborative process and **present** the results of your work.

You will **reflect** on the role that your critical reading and writing skills played throughout the project, as well as **describe** any other skills you acquired or developed, and any technologies or tools you used.

You will also **analyze** any challenges you faced along the way—whether those are technical challenges related to production and/or collaboration or conceptual challenges related to the literary material and the book trailer genre.

Your ability to **document** your work-process will be crucial to the success of the project and your final report.



What kind of paper are you being asked to write?

- Look at the verbs/questions:
 - “Describe”
 - “Present”
 - “Analyze”
 - “Reflect”
 - “Document”
- Implicit: “argue,” “take a position” ?

What does this mean?



Reflect on what worked well *and what didn't*

- If you did this again, what might you change?
- What did you do? What could you have done differently?

Reflect on the process of developing/implementing the initiative as a group (if applicable)

- External collaboration with organization
- Internal collaboration within the group

Reflect on what could still be done

Reflect on what you learned about DH/collaborative work/etc.



Sources:

- Do you need sources for this?
- If so, what kind(s)?
- And, how will you deploy them?



Structure of a formal report:

Introduction

Background

Methodology/techniques

Strategy/approach (Method)

Goals, objectives, activities, outcomes (SMART)

Results

Discussion/reflection/evaluation

Summary/conclusions

References/bibliography

Appendices

Datasets

Documentations



Strategy/approach (Method)

Goals: comprehensive; general intention/
purpose

Objectives (SMART)

Activities: linked to objectives; concrete;
manageable

Outcomes: expected & actual; specific;
measurable



Objectives:

Specific: how focused is the project?

Measurable: how will you determine success?

Achievable: can you meet the objectives within the scope of the project (time, \$, etc.)?

Relevant: how does your project meet the requirements of the class? of the community?

Time bound: what is your timeline? can you meet the time constraints?



Always have a **topic sentence** that explicitly indicates what the paragraph is about, and how it fits in your argument

Always have a **transition sentence** that connects each chunk of argument to the next:

- use transitional words/phrases
- link back to main claim or sub-claim

Transitions for purpose

For this purpose	In order to	To that end
In order that	So that	To this end

Transitions for argument or proof

Accordingly	Despite	In addition	Nevertheless	Therefore
Admittedly	Even so	In any case	Nonetheless	Thus
Although	Even though	In conclusion	Obviously	To be sure
At this level	Evidently	Indeed	Of course	Truly
Because	For	In fact	On the one	Whatever the
Besides	For the same	In light of this	hand... On	case may be
But	reason	evidence	the other hand	What's more
Certainly	Furthermore	In summary	Regardless	
Clearly, then	Granted	Meanwhile	Since	
Consequently	However	Moreover	That is	

Transitions for exemplification, illustration, addition or clarification

Additionally	For instance	More importantly	Specifically	The next part
Again	Further	Moreover	Such as	To add
Also	Furthermore	Most importantly	Take the case of	To clarify
And then	Generally	One characteristic...	That is to say	To demonstrate
As an illustration	speaking	Another characteristic	The final type	To explain
Besides	i.e., (that is)	One example...	The first	To illustrate
Besides that	In addition	another	(second, third)	To put it another
Case in point	In another case	example	category	way
Equally	In general	One kind... another	The last group	To rephrase it
important	In other words	kind	The most	What's more
Finally	In particular	One way... Another	important	
First	In the same way	way	component	
Following this	In this case	On this occasion	The most important	
further	In this situation	Point in fact	example... The	
For example	Like	Pursuing this further	next example	

Transitions for emphasis or repetition

Absolutely	Certainly	In brief	Obviously	To repeat
Always	Definitely	Indeed	Of course	Undeniably
As I have noted	Emphatically	In fact	Perennially	Undoubtedly
As I have said	Eternally	Naturally	Positively	Unquestionably
As has been noted	Extremely	Never	Surely	Without a doubt
Assuredly	Forever	Nobody denies	Surprisingly	Without reservation
By all means	In any case	No doubt	To be sure	

Transitions for comparison and contrast

Although	Despite	Likewise	hand... On the	Vis à vis
After all	Even though	Meanwhile	other hand	Where
As	However	Nevertheless	Otherwise	Whereas
Balanced against	In comparison	Nonetheless	Similarly	While
But	In contrast	Of course	Still	Yet
By comparison	In the same way	Once in a while	Though	
Compared to	In spite of	On the contrary	Unlike	
Conversely	Like	On the one	Up against	

Transitions for concession and exception

Admittedly	Granted	Nevertheless	Once in a while	Though
Although this may be true	However	Nonetheless	Perhaps	To be sure
Certainly	In spite of	Of course	Regardless	True
Despite	It is true that	Of course, it is true that	Sometimes	Yet
	Maybe		Still	

Transitions for cause and effect

Accordingly	Because	For this reason	The first	important cause
Another cause	Consequently	On account of	(second, third)	/ effect
Another effect	For	Since	cause / effect	Therefore
As a result	For that reason	So	The most	

Transitions for narration and process

After	At first	third	Meanwhile	(second, third)
After a few hours (days, months, years)	At last	Firstly...	Nearly	step
After that	At the same time	secondly... thirdly	Never	The next step
Afterwards	Before	Formerly	Next	The last step
Almost	Before long	Frequently	Now	Then
Always	By this time	Immediately	Once	Thereafter
As	Earlier	In the first place	Previously	Two hours
As soon as	Eventually	In the meantime	Soon	(days, months, years) later
	Finally	Later	Subsequently	When/While
	First... second...	Later on	The first	

Transitions for description

Above	Beyond	Inside	On one side... On the other side	The least important
Behind	In	Nearby	Outside	The most important
Below	In back of	Next to	Over	Under
Between	In front of	On		

Transitional chains

Basically... similarly... as well	In the first place... pursuing this further... finally
First(ly)... second(ly)... third(ly)...	In the light of the... it is easy to see that
Generally... furthermore... finally	In this case... in another case
In the first place... also... lastly	To be sure... additionally... lastly
In the first place... just in the same way... finally	

Transitions for conclusion or summarization

Accordingly	Finally	In final analysis	In summary	To summarize
As a result	Hence	In final consideration	Lastly	To sum up
As I have said	In brief	In general	On the whole	Therefore
As I have shown	In conclusion	In sum	Summing up	Thus
Consequently	Indeed		To conclude	

References

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- Transition words* (n.d.). Retrieved November 1, 2007, from <http://larae.net/write/transition.html>
- The Writing Centre at the University of Wisconsin – Madison (2006). *Using transitions*. Retrieved November 1, 2007, from www.wisc.edu/writing/Handbook/Transitions.html



- Get feedback from a “trusted reader”
 - Consider using other students in the course or the Centre for Writers
- Ask readers to read for specific purposes: thesis, structure, transitions, development of a particular paragraph or idea.
- Focus on higher-order concerns before lower-order ones



Towards the due date, switch your focus from

higher-order concerns (arrangement, arguments, evidence) to

lower-order concerns: proofreading, grammar, citation format,
grammar/spelling



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