Reading and Writing Skills
Quarter 4 – Module 8:
Composing Academic Writing

ALTERNATIVE DELIVERY MODE

ADM

Reading and Writing Skills
Alternative Delivery Mode
Quarter 4 – Module 8: Composing Academic Writing
First Edition, 2020

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Quarter 4 – Module 8:
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DepED
DEPARTMENT OF EDUCATION

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.

What I Need to Know

This module was designed and written with you in mind. It is here to help you identify the unique features of and requirements in composing texts that are useful across disciplines. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module is divided into five lessons, namely:

- Lesson 1 – Book Review or Article Critique
- Lesson 2 – Literature Review
- Lesson 3 – Research Report
- Lesson 4 – Project Proposal
- Lesson 5 – Position Paper

After going through this module, you are expected to:

- identify the unique features, parts and requirements in writing a book review; and
- write a book review following the process approach to writing

To achieve these, you are expected to do tasks and activities independently which will help you master the above-mentioned competency.

What I Know

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. It is a sneak peak of the content of the book that includes relevant description as well as its overall perspective and purpose.
    - A. book review
    - B. newspaper review
    - C. movie Review
    - D. encyclopedia review

2. The following are the focus of reviewing a book, EXCEPT:
    - A. purpose of the Author
    - B. relevance of the issues
    - C. content of the Book or Novel
    - D. title of the Book or Novel

3. Which of the following parts of a review provides the author's name, book article's name, source, and their statement?
    - A. introduction
    - B. conclusion
    - C. body
    - D. synthesis

4. How long should a book review be?
    - A. 50 words
    - B. 500 words or more
    - C. strictly 500 words
    - D. strictly 100 words

5. The following skills are enhanced when one writes a book review, EXCEPT:
    - A. describing
    - B. analyzing
    - C. expressing
    - D. assessing

6. What is your best basis in creating titles for a book review?
    - A. background of the author
    - B. book illustrations
    - C. book's impression
    - D. book's sales and popularity

7. Which of the following are identified first in writing a book review?
    - A. author and title
    - B. publication house
    - C. page and number
    - D. audience

8. Which of the following is a strong book review title?
    - A. Hilarious
    - B. Five Thumbs Up!
    - C. Student Reviewer Went Viral
    - D. Millennial Philosophy to the Highest Level

9. Which of the following shows a weak book review title?
    - A. Quite Tough
    - B. She is a rose among thorns
    - C. A nerve-wracking thriller to date
    - D. Pinoy frontliners honored insanely

10. In reviewing fiction books, what elements should be paid with most attention by the reviewer?
    - A. setting and plot only
    - B. setting, plot and characters
    - C. language and audience
    - D. language and genre

11. Which should be given treatment in reviewing nonfiction materials?
    - A. argument and sources
    - B. content and context
    - C. style and diction
    - D. audience and relevance

12. The following are categorized as fiction, EXCEPT:
    - A. poetry
    - B. biography
    - C. novel
    - D. sci-fi

13. Which of the following cannot be classified as nonfiction?
    - A. fantasy
    - B. history
    - C. documentary
    - D. autobiography

14. What do we mean by this book review warning, "Do not give away the story?"
    - A. avoid distributing the story
    - B. avoid telling the entire story
    - C. avoid the story
    - D. avoid reading the story

15. What should reviewers do first in revising the draft?
    - A. allowing time to elapse before revising
    - B. correcting grammatical mistakes and punctuation
    - C. verifying quotations for accuracy
    - D. checking the format of the references

Lesson

1 Book Review

Have you experienced frowning and arguing over a reading material as if it will respond and

defend itself from your judgment? I'm pretty sure you would like to know and understand what you were doing in instances like that.

What's In

In the previous module, you learned about determining textual evidence to validate assertions and counterclaims made about a text read. This time, you will understand the requirements of composing academic writing.

What's New

Read the sample book review below and complete the matrix with information about the text on a separate sheet of paper.

Handbook of Disaster Risk Reduction & Management Climate Change and Natural Disasters
By Yingigba Akenyemi

Climate change is increasingly of great concern to the world community. The earth has witnessed the build-up of greenhouse gases (GHG) in the atmosphere changes in biodiversity, and more occurrences of natural disasters. Recently, scientists have begun to shift their emphasis away from curbing carbon dioxide emission to adapting to carbon dioxide emission. The increase in natural disasters around the world is unprecedented in earth's history and these disasters are often associated to climate changes. Many nations along the coastal lines are threatened by massive floods and tsunamis. Earthquakes are increasing in intensity and erosion and droughts are problems in many parts of the developing countries. This book is therefore to investigate ways to prepare and effectively manage these disasters and possibly reduce their impacts. The book takes an in-depth look at climate change and its association to socio-economic development and cultures especially in vulnerable communities; and investigates how communities can develop resilience to disasters. A balanced and a multiple perspective approach to manage the risks associated with natural disasters is offered by engaging authors from the entire world to proffer solutions.

(Worldscientific 2020)

Main Idea	
Purpose	
Your Evaluation of the Text	

Answer the following questions and write them on a sheet of paper:
   1. What skills did you apply in the activity?
   2. How were you able to come up with responses needed for the activity?

What is It

A **book review** describes and evaluates a work of fiction or nonfiction and offers the book's overall purpose, structure, and style of narration to the unknown readers. It tells not only what a book is about, but also how successful it is at what it is trying to do. It is a sneak peek at a book, not a summary.

As a reviewer, you bring together the two strands of accurate, analytical reading and strong, personal response when you indicate what the book is about and what it meant to readers.

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Hence, in writing a book review, you combine your skills of *describing* the content of the pages, *analyzing* how the book achieved its purpose, and *expressing* your most personal comments, reactions, and suggestions.

But before you start writing a book review, you have to read the book first and ask yourself these *questions*: What are the author's viewpoint and purpose? What are the author's main points? What kind of evidence does the author use to prove his or her points? How does this book relate to other books on the same topic? Does the author have the necessary expertise to write the book? What are the most appropriate criteria by which to judge the book? How successful do you think the author was in carrying out the overall purposes of the book?

If it is a short review, you may not be able to fulfill your purpose. If it is too long, it may stray too much of the plot or of the content, you may lose the interest of your readers. Take this general guideline: *the length of the review depends upon the length of the book itself*, and a review should not be less than *100 words*. Longer books usually ask for more than *500 words*.

A book review title should be based on your total impression of a book. Like creating passwords, strong titles might be "Drew girl power to new height", "A night owl that seldom sleeps even during daytime," "Beautiful illustrations with a story to match," "Perfect for a weekend getaway" while weak titles are: "State of the art book," "Five stars," "A breath of fresh air," "Fast and furious."

How do you START writing a book review?
1. Identify the book by author, title, and sometimes publishing information.
2. Specify the type of book (for example: fiction, nonfiction, biography, and autobiography). Help your readers to review with perspective.
3. Mention the book's theme.
4. Include background, if necessary, to enable reader/s to place the book into a specific context.
5. You may also use an interesting quote, an interesting fact, or an explanation of a concept or term.

What do you DO with the content?
1. For nonfiction books like biography, history, and the like: pay primary attention to the major points (the argument) the author is putting forth and to the sources the author has drawn upon to back up his/her point of view.
2. For fictional works such as novels, chick lit, graphic novels, manga: Pay attention primarily to the novel or book's setting, plot, style, characters, theme/s, use of language and voice. Caution: *Do not give away the story for no one appreciates a spoiler!*
3. Provide your reactions to the book.
4. Describe the book.
5. Respond to the author's opinions and analyze it.
6. Explore issues the book raises.

How do you CONCLUDE?
1. Relate your argument to other books or authors.
2. Relate the book to larger issues.
3. Tie together issues raised in the review.
4. Briefly restate your main points and your thesis statement.
5. Indicate how well the book has achieved its goal, what possibilities are suggested by the book, what the book has left out, how the book compares to others on the subject, what specific points are not convincing, and what personal experiences you've had related to the subject.

How do you REVISE the draft?
1. Allow time to elapse, at least a day, before starting your revision.
2. Correct grammatical mistakes and punctuation as you find them.
3. Read your paper through again looking for unity, organization, and logical development.
4. If necessary, do not hesitate to make major revisions in your draft.
5. Verify quotations for accuracy and check the format and content of references.
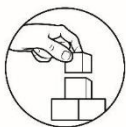
What's More

Following the process in book reviewing, write a rough draft on Dr. Jose Rizal's novel, "*Noli Me Tangere.*" Focus only on the author's portrayal of the main characters Ibarra, Maria Clara, Sisa, Padre Damaso, and the like.

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What I Have Learned

In your own words, write at least five pointers for writing a book review.

What I Can Do

Write a book review on a novel or a book that you like. You may choose to upload your output to your class group chat or to your school's Facebook page.

Book Review Rubric

Components	Distinguished (5 points)	Proficient (4 points)	Apprentice (3 points)	Novice (2 points)
Introduction	Book review "grabber" is very interesting or catchy.	Book review "grabber" is mildly interesting.	Book review "grabber" lacks interest.	No attempt was made to catch the reader's attention.
Plot Summary	Reviewer does a good job of leaving the reader in suspense about conflict resolutions while painting a clear, interesting portrait of the novel or book's story.	Reviewer offers a little too much plot summary but paints a fair picture of what the novel is about.	Reviewer offers way too much plot summary, leaving the reader little reason to read the book or novel.	Reviewer gives away the ending.
Opinion/ Commentary	Reviewer offers his/her opinion on the book's aspects. Reviewer also writes a recommendation to readers.	Reviewer offers a little of his or her opinion on the book's aspects. Reviewer writes a recommendation to readers.	Reviewer offers very little of his/her opinion on the book's aspects. Reviewer also writes recommendation to readers	Reviews consist of plot summary and offers no opinion of or commentary on the book or novel.
Spelling/ Mechanics	No errors.	Somewhat errorless.	Some errors.	Error-filled all throughout the text.

(Myenglishclass 2020)

Assessment

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. Which of the following are identified first in writing a book review?
   A. author and title   C. page and number
   B. publication house   D. audience

2. The following skills are enhanced when one writes a book review, EXCEPT:
   A. describing   C. expressing
   B. analyzing   D. assessing

3. Which of the following is a strong book review title?
   A. Hilarious   C. Student Reviewer Went Viral
   B. Five Thumbs Up!   D. Millennial Philosophy to the Highest Level

4. What should reviewers do first in revising the draft?
   A. checking the format of the references
   B. correcting grammatical mistakes and punctuation
   C. verifying quotations for accuracy
   D. allowing time to elapse before revising

5. What do we mean by this book review warning, "Do not give away the story?"
   A. avoid distributing the story   C. avoid the story
   B. avoid telling the entire story   D. avoid reading the story

6. It is a sneak peek of the content of the book that includes relevant description as well as its overall perspective and purpose.
   A. Fiction Review   C. Movie Review
   B. Newspaper Review   D. Book Review

7. Which should be given treatment in reviewing nonfiction materials?
   A. argument and sources   C. style and diction
   B. content and context   D. audience and relevance

8. Which of the following parts of a review provides the author's name, book article's name, source, and their statement?
   A. introduction   C. body
   B. conclusion   D. synthesis

9. What is your best basis in creating titles for a book review?
   A. background of the author   C. book's impression
   B. book illustrations   D. book's sales and popularity

10. In reviewing fiction books, what elements should be paid with most attention by the reviewer?
    A. setting and plot only   C. language and audience
    B. setting, plot and characters   D. language and genre

11. Which of the following cannot be classified as nonfiction?
    A. Fantasy   C. Documentary
    B. History   D. Autobiography

12. Which of the following shows a weak book review title?
    A. Quite Tough
    B. nerve-wracking Thriller to Date
    C. She is a Rose Among Thorns
    D. Pinoy Frontliners Honored Insanely

13. The following are the focus of reviewing a book, EXCEPT:
    A. purpose of the author   C. title of the book or novel
    B. relevance of the issues   D. content of the book or novel

14. The following are categorized as fiction, EXCEPT:
    A. poetry   C. novel
    B.biography   D. sci-fi

15. How long should a book review be?
    A. 50 words   C. strictly 500 words
    B. 500 words or more   D. strictly 100 words

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Additional Activities

Analyze a book review to be given by your teacher. Examine how it was written using the process which you learned from the lesson. Comment on the good points and bad points of the book review. Write your answer on a separate sheet of paper

Answer Key

What I Need to Know

This lesson was designed and written to help you identify the unique features of a Literature Review and its requirements that are useful across disciplines. It is here to help you create a Literature Review following the properties of well-written text and process approach to writing. Thus, in this lesson, you are expected to write a simple yet comprehensive literature review.

What I Know

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. Which of the following does not describe the nature and purpose of a literature review?
    A. It is a type of an academic essay.
    B. It synthesizes and evaluates the relevant scholarly paper on a topic.
    C. It contains some of the major concerns and debates within a discipline.
    D. It attempts to develop a new argument.

2. Why should students write a literature review?
    A. to show knowledge of the topic
    B. to keep current or abreast with the times
    C. to serve as steppingstone for further research
    D. all of the above

3. This system provides a means of identification for managing information on digital networks.
    A. DOI   B. DTI   C. STI   D. FTI

4. Which of the following does not describe the literature review accurately?
    A. It is a summary of existing literature
    B. It is a synthesis of the arguments of others
    C. It is a critical or analytical account of a finished research
    D. It is an account of a selection of writing relevant to your work

5. This part of a literature review defines the topic and the scope being considered.
    A. Introduction   B. Main Body   C. Conclusion   D. References

6. It offers the reviewer's justification of the conducted research.
    A. Introduction   B. Main Body   C. Conclusion   D. References

7. Which part is the organization of the evaluation of sources arranged chronologically?
    A. Introduction   B. Main Body   C. Conclusion   D. References

8. This is the part that accurately contains in-text citations.
    A. Introduction   B. Main Body   C. Conclusion   D. References

9. Relational words and phrases are used in writing the literature to achieve _____.
    A. coherence   B. cohesion   C. inference   D. reference

10. What literature review strategy should be applied when you state the arguments and main points of the research?
    A. summary   B. synthesis   C. analysis   D. evaluation

11. This is a literature review strategy that combines ideas to form an integrated theory or system through critical evaluation.
    A. summary   B. synthesis   C. analysis   D. evaluation

12. When one closely examines the elements or structure of the research, it is called _____.
    A. summary   B. synthesis   C. analysis   D. evaluation

13. This is a literature review strategy that assesses the research based on criteria that you chose.
    A. summary   B. synthesis   C. analysis   D. evaluation

14. It is simply a summary of what existing scholar knows about a particular topic.
    A. Book Review   B. Article Critique   C. Literature Review   D. Book Report

15. The following are sources for a good literature review, EXCEPT:
    A. databases   B. websites   C. textbooks   D. Facebook

Lesson 2

Literature Review

Literature review is one of the components of the research process. Aside from that, a student-researcher like you should have the ability to determine what you should read and include in your study.

What's In

In the previous lesson, you were introduced with the process of writing a book review. However, in this lesson you will be required to read a lot and learn how to write a literature review faithfully following a few guidelines and an attached rubric.

What's New

List down the sources that you used in your Grade 10 Science Investigatory Project. Separate the sources taken from databases, websites, or textbooks.

What is It

A **literature review** (LR) is a type of academic essay that examines what has already been written about a topic. As a collection of published research about your topic by recognized scholars and researchers, it is a way for you to examine also what has already been done regarding your research question or problem. Likewise, it summarizes and synthesizes the conducted research driven by guiding principles. Although it is not a research paper, it provides background for your problem and a rationale for your research (Abadiano 2016, 51-52).

Literature reviews consist of the following components and purposes:

- Introduction
  o   defines the topic and the scope being considered
  o   notes intentional exclusions
  o   states the general findings of the review and the availability of the sources
- Main Body
  o   Organizes the   evaluation   of   the   sources   whether   chronologically or thematically
  o   showcases the critical summary and evaluation of the research premise, methodology, and conclusion
  o   uses grammatical connectors, relational words or phrases, and transitional devices
- Conclusion
  o   summarizes the key findings of the review
  o   offers the reviewer's justification of the conducted research
- References
  o   reflects the in-text citations
  o   contains complete and correct citations

Here are four literature review strategies:

Summary	Synthesis
State briefly the argument and main points of relevant research	*Combine ideas to form an integrated theory or system through critical evaluation, compare/contrast, etc.*
Analysis	**Evaluation**
Examine closely the elements or structure of the research	*Assess the research based on the criteria or rubric that you choose, state, and explain.* *Support it with another similar research.*

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What's More

Read the literature review of your previous research outputs (like your Grade 10 science investigatory project or any research in English). Rate the said review based on the rubric below.

	Target	Acceptable	Not acceptable
Content	The inquiry question was well established in the broader context of an educational topic. (2 points)	The inquiry question was established in the context of an educational topic. (2-1point	The inquiry question was not established in the context of an educational topic. (0 point)
	At least five articles were selected and each specifically related to the initial inquiry question. (5 points)	At least five articles were selected and related to the initial inquiry question. (5-4 points)	At least five articles were selected; some minimally related to the inquiry question. (3-0 points)
	The findings/results of articles were thoughtfully compared, contrasted and/or connected to each other. (5 points)	The findings of articles were compared, contrasted and/or connected to each other. (4 points)	The findings of articles were mentioned with little and or no comparison or connection to each other. (3-0 points)
	The conclusion of the review summarized the knowledge found from this review and related the knowledge gain to the inquiry question. (2 points)	The conclusion of the review summarized the knowledge found from this review. (1 point)	The conclusion of the review did not summarize the knowledge found from this review. (0 point)
	The references were cited using CMOS or the Chicago Manual of Style. (2 points)	The references were listed. (1 point)	The references were not listed. (0 point)
Organization	The review was organized using subheadings. The review was suitably organized considering the contents of the selected articles. (2 points)	The review was suitably organized considering the contents of the selected articles. (1 point)	The review was minimally organized, and writing was difficult to follow throughout. (0 point)
Mechanics	There were no grammatical, spelling and/or punctuation errors and transitional phrases were used to guide the reader throughout the text. (2 points)	There was an occasional grammatical, spelling and/or punctuation error that did not distract the reader. (1 point)	There were many grammatical, spelling and/or punctuation errors that distracted the reader from the content of the writing. (0 point)

What I Have Learned

1. The basic parts of a literature review are:_____.
2. The four literature review strategies are:_____.

What I Can Do

Improve the literature review that you have evaluated in **What's More**. Please refer to the previous rubric for your guidance. Don't forget to include the output in your portfolio.

Assessment

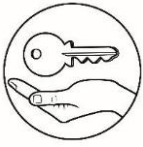Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. Why should students write a literature review?
    A. to show knowledge of the topic
    B. to keep current or abreast with the times
    C. to serve as steppingstone for further research
    D. all of the above
2. Which of the following does not describe the literature review accurately?
    A. It is a summary of existing literature
    B. It is a synthesis of the arguments of others
    C. It is a critical or analytical account of a finished research
    D. It is an account of a selection of writing relevant to your work
3. It offers the reviewer's justification of the conducted research
    A. Introduction   B. Main Body   C. Conclusion   D. References
4. This is the part that accurately contains in-text citations
    A. Introduction   B. Main Body   C. Conclusion   D. References
5. What literature review strategy should be applied when you state the arguments and main points of the research?
    A. analysis   B. evaluation   C. summary   D. synthesis
6. When one closely examines the elements or structure of the research is called_____.
    A. analysis   B. evaluation   C. summary   D. synthesis
7. Which of the following does not describe the nature and purpose of a literature review?
    A. It attempts to develop a new argument.
    B. It synthesizes and evaluates the relevant scholarly paper on a topic.
    C. It contains some of the major concerns and debates within a discipline.
    D. It is a type of an academic essay.
8. This system provides a means of identification for managing information on digital networks
    A. AOI   B. FOI   C. DOI   D. FTI
9. This is a literature review strategy that assesses the research based on the criteria that you chose.
    A. analysis   B. evaluation   C. summary   D. synthesis
10. The following are sources for a good literature review, EXCEPT:
    A. databases   B. websites   C. textbooks   D. Facebook
11. It is simply a summary of what existing scholar knows about a particular topic
    A. Book Review   B. Article Critique   C. Literature Review   D. Book Report
12. This is a literature review strategy that combines ideas in order to form an integrated theory or system through critical evaluation.
    A. analysis   B. evaluation   C. summary   D. synthesis
13. Relational words and phrases are used in writing the literature to achieve _____
    A. coherence   B. cohesion   C. inference   D. reference
14. This part of a literature review defines the topic and the scope being considered
    A. Introduction   B. Main Body   C. Conclusion   D. References
15. Which part is the organization of the evaluation of sources arranged chronologically?
    A. Introduction   B. Main Body   C. Conclusion   D. References

Additional Activities

Write a literature review on the topic of your choice (like *Facebook Page Netiquette, Cyberbullying in Your School, Courtship among Millennials, etc.).* Please refer to the rubric in **What's More**.

Answer Key

What I Know		
1. D	6. C	11. B
2. D	7. B	12. C
3. A	8. D	13. D
4. A	9. B	14. C
5. A	10. A	15. D

What I have Learned
(Answer may vary)

_____
_____

Additional Activities
(Answer may vary)

What's New
(Answer may varies)

Assessment		
1. D	6. A	11. C
2. D	7. A	12. D
3. C	8. C	13. B
4. D	9. B	14. A
5. C	10. D	15. B

(Additional activities may varies)

What I Need to Know

This module will help you to identify the unique features, parts, requirements and how to write a Research Report as a part of academic writing and professional correspondence. Thus, in this lesson, you are required to prepare and write a research report on recent and relevant topics such as natural disasters.
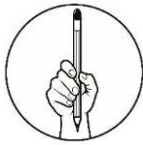
What I Know

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.
1. Which of the following is a long, formal essay, usually five to fifteen pages in length that presents the writer's views and findings on a chosen subject?
    A. Book Report   C. Formal Report
    B. Research Report   D. Informal Report
2. It allows the readers to evaluate the quality of the research and provides the details by which another researcher may replicate and validate the findings.
    A. Abstract   B. Discussion   C. Methodology   D. Results
3. It contains the interpretation of data and perhaps a short introduction.
    A. Abstract   B. Discussion   C. Methodology   D. Results
4. It is an overview of the research study and is typically two to four paragraphs in length.
    A. Abstract   B. Discussion   C. Methodology   D. Results
5. It is where the results of the study are interpreted and evaluated against the existing body or research literature.
    A. Abstract   B. Discussion   C. Methodology   D. Results
6. This should reflect the content and emphasis of the project described in the report.
    A. Abstract   B. Title   C. Introduction   D. References
7. The abstract is limited to_____number of words.
    A. 50-100   B. 100   C. 150   D. 200-300
8. What is the other term for a research format?
    A. type   B. structure   C. mechanics   D. style
9. Which of the following is not the physical format of a research report?
    A. margins   B. length   C. width   D. vlog

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10. Who should evaluate the research report best?
    A. researcher   B. teacher   C. parent   D. principal
11. Which of the following is not found in a research report?
    A. Results   B. Discussion   C. Recommendations   D. Abstract
12. The introductory part of a research report should aim to_____
    A. identify the specific focus of the study.
    B. provide a rationale of the study.
    C. grab the readers' attention.
    D. all of the above
13. What is the purpose of the conclusion in a research report?
    A. summarize what the research conducted already said
    B. summarize the key findings
    C. review useful contents
    D.outline the methods
14. Which of the following could be considered as the biggest enemy of students in preparing and writing of research reports?
    A. time   B. money   C. commitment   D. all of the Above
15. Who is the main intended audience of a research report?
    A. unknown reader   B. teacher   C. personnel   D. principal

Lesson 3 — Research Report

Research has always been gradually explained to you by your subject teachers. You most likely received activities or homework at school in which you are asked to surf online on concepts related to the topics that you discussed and learned in class. In this lesson, you will be instructed on how to write a research report.

What's In

Previously, you learned about writing a literature review. This time you will be introduced into the writing of a research report. Caution: This lesson requires a tremendous amount of your patience and the application of your reading skills.

What's New

Surf a research report on the effects of ash falls in your barangay. Cite your sources well. Then, read it in advance to supplement your knowledge in the next part of this lesson.

> *Notes to the Teacher*
> Research topics other than the one given above can be considered.
> You may provide list of topics that learners can choose from

What is It

Research Report is a long, formal essay, usually five to fifteen pages in length, which presents the writer's views and findings on a chosen subject. However, it is not just a long composition which follows the principles of good writing. It is a scholarly work and not just a collection of notes lifted from many different sources and strung together, one after the other.
The **components of a research report** are as follows:

Title
It reflects the content and emphasis of the project described in the report. Similarly, it should be as short as possible, including essential key words.

Abstract
It is an overview of the research study and is typically two to four paragraphs in length containing 200-300 words. Think of it as an executive and technical summary that gathers the key elements of the remaining sections into a few sentences.

Introduction
It provides the key question that the researcher is attempting to answer and a review of any literature that is relevant. In addition, the researcher will provide a rationale of why the research is important and will present a hypothesis that attempts to answer the key question. Lastly, it should contain a summary of the key question following the completion of the research.

Methodology
This is arguably the most important section for two reasons: (1) it allows readers to evaluate the quality of the research, and (2) it provides the details by which another researcher may replicate and validate the findings. Typically, the information in the methodology section is arranged in chronological order with the most important information on top of each section.

Results
In longer research papers, the results section contains the data and perhaps a short introduction. Ideally, the interpretation of the data and the analysis is reserved for the discussion section.

Discussion
This section is where the results of the study are interpreted and evaluated against the existing body or literature. In addition, should there be any anomalies found in the results, this is where the authors point them out. Finally, it is an attempt to connect the results to the bigger picture and show how the results might be applied.

References
This section provides a list of each author and paper cited in the research report. Any fact, idea, or direct quotation used in the report should be cited and referenced.

How do you format a research report?
There is no one best format for all reports for a format depends on several relevant variables. You must employ a suitable format to create a desirable impression with

clarity. Report must be attractive. While you should write systematically, you must use the format (or often called structure) that best fits the needs and wants of its readers.

Below is an example of senior high school students' research report:

Utilization of Used Electrical Wires as Accessories *Rommel Abarte,*
Ferdinand Genaga and Jana Mae Clemente Southville 1 Integrated
National High School

Abstract
This study aims to find out the utilization of electrical wires as accessories among Grade 12 TVL Electrical Installation and Maintenance (EIM) students for the school year 2019-2020.
The descriptive-developmental design was used to deal with the variables. Using purposive sampling, the consolidated data were determined, employed to statistical analysis and utilized as inputs to the development of the finished products – the accessories.

With an obtained weighted mean of 3.76 interpreted as Utilized, the findings revealed that the students could use the materials and had mastery to create such products.
The research is a first in Southville 1 Integrated National High School for it

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enlightened the respondents on the concept of designing with an attention to originality and creativity.

The study covers one group of respondents composed of twenty-seven (27) Grade 12 TVL-EIM students with 25 male and two female participants respectively

Introduction

The study focuses on the utilization of used electrical wires as accessories of Grade 12 Electrical Installation and Maintenance (EIM) students of Southville 1 Integrated National High School. Making accessories with electrical wires is one way of reusing and recycling electrical wires as future entrepreneurs. Likewise, the creation of accessories with such materials is a recreational activity that enhances skills in the proper handling of electrical tools in order to produce pieces such as earrings, bracelets, necklaces, rings and a crown enhanced by an LED (Light Emitting Diode).

This in in cognizance to RA 10679, "An Act Promoting Entrepreneurship and Financial Education among Filipino Youth" or "Youth Entrepreneurship Act of 2014" which declares that it is the policy of the State to promote the sustained development of young Filipinos whose aptitude and skill in the field of finance and entrepreneurship shall be encouraged and honed through education and specialized training programs. Towards this end, the State shall establish, maintain, and support a complete, adequate, and integrated system of education and training to encourage the entrepreneurial spirit among our youth as well as support and promote the growth of young entrepreneurs nationwide.

The researchers conducted this study to determine whether accessories using electrical wires are feasible to the EIM students during their free time and start a business out of it.

Research Questions

1. What is the level of utilization of used electrical wires as accessories among Grade 12 TVL-EIM students in terms of:
    1.1. usage of electrical tools and
    1.2. skill mastery?
2. How do the Grade 12 TVL-EIM students utilize electrical wires as accessories in terms of:
    2.1. creativity and
    2.2. originality?
3. Based on the results of the study, what can be proposed?

Methodology

The methods used by the researchers are sampling, data collection and analysis. Likewise, they employed the descriptive-developmental research to determine the utilization of used electrical wires.

Results and Discussion

1. On the level of utilization of used electrical wires as accessories among Grade 12 TVL-EIM students in terms of usage of electrical tools shows that the highest mean of 4 is achieved by indicator #1(Uses appropriate tools and equipment in making accessories) interpreted as Utilized is followed by the mean of 3.92 gained by indicator #2 (Uses electrical wires economically) interpreted as "Utilized". The overall mean of 3.90 indicates that the level of utilization of electrical wires in terms of usage of electrical tools is "Utilized".
2. Apparently, the level of utilization of used electrical wires as accessories in terms of skill mastery shows that the highest mean of 4.14 was gained by indicator #4 (Has the ability to use tools and equipment properly) with an interpretation of "Utilized" is followed by the mean of 3.77 gained by indicator #1 (Knows how to create innovative designs (with same interpretation. On the other hand, indicator #2 (Creates accessories with enough speed) gained the lowest mean of 3.37 interpreted as "Moderately Utilized" and the overall mean of 3.71 which indicates that the level of utilization in terms of skill mastery is "Utilized".
3. In addition, the utilization of used electrical wires as accessories in terms of creativity reveals that the highest mean of 3.74 is gained by indicator #3 (Shows spontaneous and cognitive attitude) and indicator #4 interpreted as "Mastered" is followed by a mean of 3.70 for indicator #2 (Shows deliberate and emotional aptitude) with a similar interpretation. With that, the overall mean of 3.69 indicates that the utilization of electrical wires in terms of creativity is "Mastered".
4. Finally, in terms of originality the participants rated the proponents with the highest mean of 3.85 as revealed by indicator #1 (Designs are unique) interpreted as "Mastered" followed by a mean of 3.81 as seen in indicator #2 (Designs cater to the millennials) with a similar mean and interpretation. However, indicator #3 (Designs are personally selected by the proponents) has the lowest mean of 3.62 interpreted

as "Mastered". Interestingly, the overall mean of 3.76 indicates that the grade 12 TVL-EIM students' utilization of used electrical wires as accessories in terms of originality was "Mastered".

Conclusions

1. Based on the findings, the proponents are skilled enough to utilize electrical wires as accessories. Their acquired skill can be useful if they plan to put up their own accessories business applying it real-life business situations.
2. Although their developed products were approved by a school-based electrical engineer and by a panel of research examiners, the proponents should obtain permission from a local DTI representative, have it registered in the local SEC and then secure permits from the barangay, the city hall, and the BIR. This is in case they aspire to venture into the accessories business.
3. The results also indicated that the proponents demonstrated their competence in utilizing electrical tools and equipment without the guidance of their EIM teachers. Their initiative and independence satisfy the law on youth entrepreneurship which clearly advocates the putting up of a microbusiness strongly honed while in school.
4. The grade 12 researchers are capable of creating original designs with an attention to details and safety.

References

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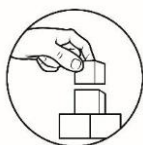
What's More

Read the sample student research report in **What's New.** Then rate it using the rubric that follows. Provide comments as well.

Scoring Rubric for Research Report

Name_____ Date _____

| Organization	**4 points** The report is both accurate and compelling	**3 points** The report is accurate and clear.	**2 points** The report is factual and shows evidence of some work.	**1 points** The report is generally confusing and hard to follow.
Elements of Research Reports	The writers provide facts and quotations from a variety of sources.	The writers provide facts and quotations from several sources.	The writers provide facts and quotations from more than one source.	The writers provide a mixture of opinions, facts, and statements.
Grammar, Usage, Mechanics, and Spelling	There are few or no errors in mechanics, usage, grammar, or spelling.	There are minor errors in mechanics, usage, grammar, or spelling.	There are numerous errors in mechanics, usage, grammar, or spelling.	Numerous errors in mechanics, usage, grammar, or spelling may hinder comprehension.

(Wordpress 2012)

Comments:
_____

_____

_____

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What I Have Learned

Research reporting is one of the academic activities in senior high school. That is why, critically thinking a problem, processing the problem, and proposing possible solutions to that problem may offer a huge leap to effect positive changes to your school and to your community. Now, recall the parts of a research report. Which of the parts is the most difficult to do, and why?
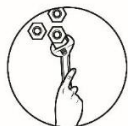
What I Can Do

Write the complete components of a research report about natural disasters that have recently affected your school. You may use the rubric in **What's More** as a guide for this task.

Assessment

Choose the letter of the best answer. Write the chosen letter on a separate sheet.

1. It contains the interpretation of data and a short introduction.
   A. Abstract   B. Discussion   C. Methodology   D. Results
2. This is where the outcome of the study is interpreted and evaluated against the existing body of research literature.
   A. Abstract   B. Discussion   C. Methodology   D. Results
3. Which of the following is a long formal essay with the length of five to fifteen pages presenting the writer's views and findings?
   A. Book Report   C. Formal Report
   B. Research Report   D. Informal Report
4. The abstract is limited to _____ number of words.
   A. 50   B. 100   C. 150   D. 200-300
5. Who should evaluate the research report best?
   A. parent   B. principal   C. researcher   D. teacher
6. Which of the following is not found in a research report?
   A. Abstract   B. Recommendations C. Results   D. Discussion
7. Which of the following is not a physical format of a research report?
   A. margins   B. length   C. vlog   D. width
8. What is the other term for research format?
   A. mechanics   B. style   C. structure   D. type
9. The introductory part of a research report should have the aim to:
   A. identify the specific focus of the study.   C. grab reader's attention
   B. provide a rationale of the study   D. all of the above
10. What is the purpose of the conclusion in a research report?
    A. It contains a useful review of the research report.
    B. It outlines the research methods.
    C. It summarizes the conducted research.
    D. It summarizes the key findings of the research report.
11. Which of the factors below could be considered as the biggest enemy of students in the preparation and in writing research reports?
    A. time   B. money   C. commitment   D. all of the above
12. Who is the main intended audience of the research report?
    A. personnel   B. principal   C. teacher   D. unknown reader

13. It reflects the content and emphasis of the project described in the study.
    A. Abstract   B. Title   C. Introduction   D. References
14. It allows the readers in evaluating the quality of the research which another researcher may replicate.
    A. Abstract   B. Discussion   C. Methodology   D. Results
15. It is an overview of the research study measuring two to four paragraphs.
    A. Abstract   B. Discussion   C. Methodology   D. Results

Additional Activities

Write a research report on a researchable topic of your choice. Use the attached rubric in **What's More**. Don't forget to file your output in your portfolio.

Answer Key

What I Need to Know

Have you experienced standing in front of the class, trying to convince your teacher or your classmate to get their approval of your suggestion or point of view? That's what we call persuasion. Hence, this lesson is written to help you identify the unique features of Project Proposal and its requirements that are useful across disciplines; and create Project Proposal following the properties of well-written text and process approach to writing.
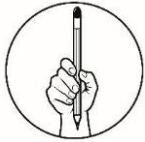
What I Know

Choose the letter of the best answer. Write the chosen letter on a separate sheet.

1. Which part of the Project Proposal provides the background necessary for understanding the project?
   - A. Project Introduction
   - B. Project Methodology
   - C. Project Description
   - D. Project Revision

2. Which section gives specific information about the project itself?
   - A. Project Introduction
   - B. Project Methodology
   - C. Project Description
   - D. Project Revision

3. Which of the following presents an analysis of all the costs anticipated in the project?
   - A. Benefits
   - B. Methods
   - C. Schedule
   - D. Budget

4. What part of the proposal reveals what the project intends to achieve in terms of results?
   - A. Rationale
   - B. Objectives
   - C. Benefits
   - D. Introduction

5. Which shows what the reader target audience can gain from the proposal, like improvements on systems or a change in behavior of the beneficiaries?
   - A. Introduction
   - B. Rationale
   - C. Benefits
   - D. Objectives

6. Which document is written for problem solving, service provision, event planning, or equipment selling?
   - A. Research Report
   - B. Book Report
   - C. Project Proposal
   - D. Position Paper

7. Which details the different activities the project will take on that includes the manpower?
   - A. Budget
   - B. Schedule
   - C. Methodology
   - D. Objectives

8. Which part of the project description discusses the task duration and expected start and end dates of each activity in the project?
   - A. Budget
   - B. Schedule
   - C. Methodology
   - D. Objectives

9. Which identifies the problem to be addressed and shows the need to solve it?
   - A. Rationale
   - B. Objectives
   - C. Benefits
   - D. Introduction

10. Which guideline in writing the proposal do you collect data from primary and secondary sources?
    - A. gathering the data
    - B. writing the proposal
    - C. organizing the data
    - D. revising the proposal

11. In doing a project proposal, when do you use an outline to structure your discussion more effectively?
    - A. gathering the data
    - B. writing the proposal
    - C. organizing the data
    - D. revising the proposal

12. What do you do when you review your proposal for accuracy and organization before you send it out?
    - A. gathering the data
    - B. writing the proposal
    - C. Organizing the data
    - D. Revising the proposal

13. What do you do when you fill out the parts of the proposal with the relevant data?
    - A. gathering the data
    - B. writing the proposal
    - C. organizing the data
    - D. revising the proposal

14. In stating the proposal's objective, you should clearly state the issue, the target group, time, and place of the program.
    - A. specific
    - B. achievable
    - C. measurable
    - D. results oriented

15. What is a detailed description of a series of activities which aim to solve a certain problem?
    - A. Research Report
    - B. Book Report
    - C. Project Proposal
    - D. Position Paper

Lesson 4 Project Proposal

Knowing how to convince people of your perspective is a valuable skill. More so if you are equipped with the strategies suitable for a particular audience. A project proposal is a tool which you can use to influence people to achieve what you want.

What's In

A research report is a form of communication that describes, analyzes, summarizes, criticizes/praises, or makes predictions about a subject. It is based on an analysis of current or past events. In order to achieve its objective, it should be properly formatted with the following parts:

- Title
- Abstract
- Introduction
- Methodology
- Results and Discussion
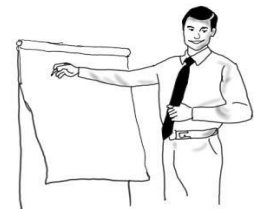- Conclusion
- References

What's New

Think of the barangay from where you are presently residing. Then do the following on a separate sheet of paper:

A. Brainstorm and list down the different problems that exist in your barangay.
B. Select the top three problems which you think should be resolved.

Problems in the Barangay	Description

What is It

A **project proposal** is a document that is written for problem solving, service provision, event planning, or equipment selling. Generally, proposals are used to convince the reader to do what the proposal suggests, such as buying goods or services, funding a project, or implementing a program. Proposals in the professional world are used for internal (within an organization) and external (from one organization to another) purposes. They are ways of generating income for companies or seeking funding for projects. This is provided to the sponsor of the project for approval.

A proposal stands out depending on its ability to clearly answer questions about what is being proposed, how the plan will be carried out, when it will be implemented, and how much money will be needed or spent. In other words, they are persuasive documents that need to do the following: highlight reader benefits, prove your credibility in carrying out the project, and allow the reader to respond easily.

As a student, you have been familiarized with writing proposals - maybe even without you knowing it. Whenever you envision, plan, and complete a project for your science class or your club outreach, you are thinking about fulfilling a need for something. This process may involve writing a paper or doing a presentation in front of an audience to get their approval. While proposal writing may seem like an intimidating task, they can be made easier by following the guidelines in writing and familiarizing yourself with the parts of a project proposal. (Projectmanager 2018)

Guidelines in Writing the Proposal
1. *Gathering the Data.* One of the characteristics of an effective proposal is being well-researched. It needs concrete data to back up its claims so it can become more credible. You can gather data from primary and secondary sources and apply the strategies that you learned in writing a research paper in the previous lessons.
2. *Organizing the Data.* A proposal becomes more effective if the information on it is clearly organized. You can use the parts of the proposal to guide you in your organization or use an outline to structure your discussion more effectively.
3. *Writing the Proposal.* Fill out the parts of the proposal with the relevant data.
4. *Revising the Proposal.* Make sure to review your proposal for accuracy and organization before you send it out. A good proposal will be comprehensive and will put your organization in the best light.

(Tiongson and Rodriguez 2016)

Formatting the Project Proposal
Proposals are primarily categorized according to their length. An informal proposal is about 2-4 pages long. Meanwhile, a formal proposal has 5 or more pages. Regardless of their purpose and audience, they have standard parts such as the following:

1. **Introduction**. This part provides the background necessary for understanding the project, which is done by telling your reader the following:
    - *Rationale* - this identifies the problem to be addressed and shows the need to solve it.
    - *Objectives* - these reveal what the project intends to achieve in terms of results. It also gives the reader an idea of the intended solution. Good objectives are SMART (Specific, Measurable, Attainable, Results-oriented, and bound within a realistic Time frame).
    - *Benefits* - these show what the reader or the target audience can gain from the proposal, which may be improvements in processes or systems, an increase in revenue, or a change in behavior of the beneficiaries of the proposal.
2. **Project Description**. This section gives specific information about the project itself. It indicates how the project will address the identified problem through the following parts:
    - *Methodology* – this entails the different activities; the project will take on, including the manpower (i.e., the people involved and their duties), resources to be utilized and the expanded output.
    - *Schedule* - this discusses the task duration and expected start and end dates of each activity in the project.
    - *Budget* - this presents an analysis of all the costs anticipated in the project, which can be itemized or shown as a whole, depending on the needs of the project.

      Note: Organizations usually provide interested parties with a required format for project proposals, so make sure that you follow the prescribed format. (Brighthubpm 2009)

CO_Q4_Composing Academic Writing SHS
Module 8

What's More

Conceptualize a solution related to the number one problem listed in **What is It**. Then, write a Project Proposal outline. Highest point for each criterion is indicated below.

Description	Highest Point
Has appropriate quality of well-organized points to support the topic.	5 points
Has a clear and specific detail.	3 points
Grammar, spelling and punctuation marks are correct.	2 points
Total	10 points

What's More

Complete the following statements to summarize what you have learned in this lesson:

1. A project proposal is a _____ which aim to solve a certain problem
2. Proposals are used to convince the reader _____, such as buying goods or services.
3. The introductory part of the proposal provides the background necessary for understanding the project, which tell the reader of the _____, _____, and _____.
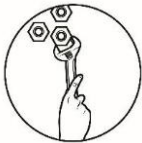
What I Can Do

Supply the necessary details of the Project Proposal format below, you may use the ideas/details of your Barangay's topmost problem. The rubric in **What I Have Learned** may still apply to this activity.

Project Title: _____

Part of the Introduction	Content
Rationale (What prompted the project? Is there an existing concern or potential problem that you want to address?)	
Objectives (What does the project hope to achieve?)	
Benefits (Who are the project beneficiaries? How will they benefit?)	
II. Project Description	
Methodology (Who are the people involved in the project? What are their duties? What are the resources needed? What is the expected output?)	
Schedule (What is the date of implementation and its duration?)	
Budget (What is the estimated amount of budget requirement? Budget sources?)	

(Sampletemplates 2020)

Assessment

1. Which of the following presents an analysis of all the costs anticipated in the project?
   A. benefits   B. methods   C. schedule   D. budget

2. Which part of the Project Proposal provides the background necessary for understanding the project?
   A. Project Introduction   C. Project Description
   B. Project Methodology   D. Project Revision

3. Which document is written for problem solving, service provision, event planning, or equipment selling?
   A. Research Report   C. Project Proposal
   B. Book Report   D. Position Paper

4. Which identifies the problem to be addressed and shows the need to solve it
   A. Rationale   B. Objectives   C. Benefits   D. Introduction

5. What do you do when you review your proposal for accuracy and organization before you send it out?
   A. gathering the data   C. organizing the data
   B. writing the proposal   D. revising the proposal

6. What is a detailed description of a series of activities which aim to solve a certain problem?
   A. Research Report   B. Project Proposal   C. Book Report   D. Position Paper

7. What do you do when you fill out the parts of the proposal with the relevant data?
   A. gathering the data   C. organizing the data
   B. writing the proposal   D. revising the proposal

8. In stating the proposal's objective, you should clearly state the issue, the target group, time, and place of the program.
   A. specific   B. measurable   C. achievable   D. results-oriented

9. Which details the different activities the project will take on that includes the manpower?
   A. budget   B. schedule   C. methodology   D. objectives

10. In doing a project proposal, when do you use an outline to structure your discussion more effectively?
    A. gathering the data   C. organizing the data
    B. writing the proposal   D. revising the proposal

11. Which shows what the reader target audience can gain from the proposal, like improvements on systems or a change in behavior of the beneficiaries?
    A. Introduction   B. Rationale   C. Benefits   D. Objectives

12. What part of the proposal reveals what the project intends to achieve in terms of results?
    A. Rationale   B. Objectives   C. Benefits   D. Introduction

13. Which section gives specific information about the project itself?
    A. Project Introduction   C. Project Description
    B. Project Methodology   D. Project Revision

14. Which guidelines in writing the proposal do you collect data from primary and secondary sources?
    A. gathering the data   C. organizing the data
    B. writing the proposal   D. revising the proposal

15. Which part of the project description discusses the task duration and expected start and end dates of each activity in the project?
    A. budget   B. schedule   C. methodology   D. objectives

Additional Activities

Assuming you are the Supreme Student Government (SSG) President, and you would like to convince the School Principal about a particular project (i.e. tutorial sessions, school fair, etc.), write a one-page project proposal observing the required format.
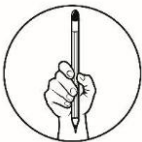
Answer Key

What I Need to Know

In the previous lesson, you have learned what a project proposal is. In this one, you will identify the unique features, parts, requirements and how to write a Position Paper as a part of academic writing.

What I Know

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.
1. Which composition highlights the opinion of the author or specific entity about an issue?
     A. Research Report   B. Article Critique   C. Project Proposal   D. Position Paper
2. The following criteria are considered in choosing the issue on problem to be discussed, EXCEPT:
     A. universality   B. argument   C. urgency   D. demonstrability
3. Which of the following is the supporting evidence that is valid and verifiable?
     A. factual knowledge   C. statistical inferences
     B. informed opinion   D. personal testimony
4. Which knowledge relies on evidence instead of limited personal experience?
     A. factual knowledge   C. statistical inferences
     B. informed opinion   D. personal testimony
5. What is called the first-hand experience of the writer on knowledgeable parts?
     A. factual knowledge   C. statistical inferences
     B. informed opinion   D. personal testimony
6. Which is referred as the conclusions drawn from data gathered?
     A. factual knowledge   C. statistical inferences
     B. informed opinion   D. personal testimony
7. Which component of the position paper contains the main argument which can be further broken up into sections?
     A. Introduction   B. Body   C. Conclusion   D. Summary
8. Which part of the position paper restates the key points and suggests resolution to the issue.
     A. Introduction   B. Body   C. Conclusion   D. Summary
9. This identifies the issue that will be discussed and states the author's position on that issue.
     A. Introduction   B. Body   C. Conclusion   D. Summary

10. Which part of the paper suggests a course of action?
     A. Introduction   B. Body   C. Conclusion   D. Summary
11. Which part of the paper defines the issue and discusses its background?
     A. Introduction   B. Body   C. Conclusion   D. Summary
12. What is an idea that disagrees or contradicts with your given position?
     A. Argument   B. Counter-argument   C. First Claim   D. Support
13. Why is a topic like "The pandemic Covid-19 shakes the world" not a good idea for a position statement?
     A. It's too controversial.
     B. There is nothing to debate about.
     C. It's a long, complicated topic.
     D. It's a good topic for a position statement
14. Which of the following statements is false?
     A. A position statement can be based upon your opinion
     B. You will need to choose a side when writing a position statement
     C. You don't need to offer any options when writing a position statement
     D. You should always write a conclusion that sums up your position
15. Which of the following is not included in the introduction of the position paper?
     A. counter-argument   C. background of the topic
     B. relevance of the topic   D. position statement

<table>
<tr><td>Lesson
5</td><td>Position Paper</td></tr>
</table>

You most likely received activities or homework at school in which you are asked to explain a concept or prove a point. In this lesson, you will be taught on how to win an argument over an issue or a problem with the help of your writing skills.

What's In

Project proposals have elements which construct the proposal's foundation. Match the descriptions from the left to the elements on the right. Write the letter of your answer on a separate sheet of paper.

   1. institution information, title, author, date   A. Introduction
   2. background, rationale, objectives   B. Schedule
   3. date of implementation, duration, start date   C. Title Page
   4. gain, increase in revenue, improved processes   D. Project Description
   5. methodology, schedule, budget   E. Benefit

What's New

"Maharlika", a word originally meaning warrior class, is proposed to replace the name of our country Philippines. Given its history and its meaning, do you agree that our country should be renamed Maharlika? What is your stand on this matter? Write your answer on a separate sheet.

What is It

The **position paper** is a composition that highlights an opinion of an author or specified entity about an issue. As a debate, it presents one side of an arguable opinion and persuades the readers or audience that the author has a well-founded knowledge about the issue.

In writing the Position Paper, your goal as a writer is not only to state and defend your position on the issue but also to show how your stance relates to other position. Do remember that arguments should be supported with reasons and evidence?

Writing Center of the University of Hawaii, stated that in choosing the issue or problem to be discussed, you may ask yourself the following questions as **issue criteria** to ensure that you will be able to present a strong argument:

1. Is it the actual and real issue?
2. Can you clearly identify two positions?
3. Are you an advocate of one of these positions?
4. Is the issue narrow enough to be manageable?

After choosing the argument to take, you must present relevant **supporting evidence** like:

1. *Factual knowledge,* which are valid and verifiable information

2. *Statistical inferences,* which are conclusions drawn from data gathered

3. *Informed opinions*, which are based on knowledge of the facts and carefully considered principle, and rely on evidence instead of limited personal experience

4. *Personal testimony*, which are personal or first-hand experience of the writer or knowledgeable party

(Rutgers 1998)

Now, here are the **components of a position paper.**

I. **The Introduction** – identifies the issue that will be discussed and states the author's position on that issue.
 A. Introduce your topic with background information
  B. Build up your thesis statement which asserts your position
   * *Fast food restaurants are bad for our health.*
   * *Fast food packages should contain warning labels.*

II. **The Body** – contains the central argument and can be further broken up into sections:
  A. Possible objections to your position (counter argument)
   * *Whose job is it to determine which restaurants are bad?*
   * *Such labels would affect the profits of major corporations.*
  B. A discussion of both sides of the issue, which addresses and refutes arguments that contradict the author's position (your argument)
   * *It would be difficult and expensive for any entity to determine which restaurants should adhere to the policy.*
   * *Nobody wants to see the government overstepping its boundaries.*
  C. Explain that your position is still the best one, despite the strength of counterarguments. This is where you can work to discredit some of the counterarguments and support your own.
   * *Restaurants might improve the standards of food if warning labels were put into place.*
   * *The role of the government is to keep citizens safe.*

III. **Conclusion** – restating the key points and when applicable, suggest resolution to the issue (Thoughtco 2020).
  A. restate your position
  B. provide Plan of Action

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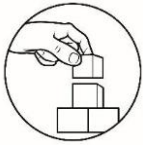
What's More

Your position paper should have a clear and relevant claim or argument. Choose between A and B which you think is the better thesis statement.

1.
   A. Milk tea is delicious.
   B. Milk tea tastes better than other drinks because of its creamy and refreshing flavor.
2.
   A. The governor is a bad and ungrateful man.
   B. The governor has continually done the community a harm by failing to listen to his constituents.
3.
   A. Reading to babies is the best predictor of academic success.
   B. Babies are born with the ability to swim.
4.
   A. Drug use is disadvantageous to society.
   B. Illegal drug use is dangerous because it encourages gang violence.
5.
   A. We should vote for candidates who are willing to make the necessary changes because our education system is in need of reform.
   B. In this essay, I will persuade you to vote for candidates who support education reform.

What I Have Learned

Is social media helpful or harmful? Brainstorm and list down your claims using the format below.

Issue/argument: _____

Helpful (Include details/evidence)	Harmful (Include details/evidence)

What I Can Do

Do you feel ready to try writing it on your own now? Create an outline showing your position on the topic: *Children below 10 years old should not be given access to social media.*
Please be guided by the score sheet below.

Description	Highest Point	Your Score
Has appropriate quality of well-organized points to support the topic	5 points	
Has clear and specific details	3 points	
Grammar, spelling, and punctuation marks are correct	2 points	
Total	10 points	

Assessment

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. Which of the following is not included in the introduction of the position paper?
   - A. counter-argument
   - B. relevance of the topic
   - C. background of the topic
   - D. position statement

2. Which of the following statements is false?
   - A. A position statement can be based upon your opinion
   - B. You will need to choose a side when writing a position statement
   - C. You don't need to offer any options when writing a position statement
   - D. You should always write a conclusion that sums up your position

3. Why is a topic like "The pandemic Covid-19 shakes the world" not a good idea for a position statement?
   - A. It's too controversial.
   - B. There is nothing to debate about.
   - C. It's a long, complicated topic.
   - D. It's a good topic for a position statement.

4. What is an idea that disagrees or contradicts with your given position?
   - A. argument
   - B. counter-argument
   - C. first claim
   - D. support

5. Which part of the paper defines the issue and discusses its background?
   - A. Introduction
   - B. Body
   - C. Conclusion
   - D. Summary

6. Which part of the paper suggests a course of action?
   - A. Introduction
   - B. Body
   - C. Conclusion
   - D. Summary

7. This identifies the issue that will be discussed and states the author's position on that issue.
   - A. Introduction
   - B. Body
   - C. Conclusion
   - D. Summary

8. Which part of the position paper restates the key points and suggests resolution to the issue.
   - A. Introduction
   - B. Body
   - C. Conclusion
   - D. Summary

9. Which component of the position paper contains the main argument which can be further broken up into sections?
   - A. Introduction
   - B. Body
   - C. Conclusion
   - D. Summary

10. Which is referred as the conclusions drawn from data gathered?
    - A. factual knowledge
    - B. informed opinion
    - C. statistical inferences
    - D. personal testimony

11. What is called the first-hand experience of the writer on knowledgeable parts?
    - A. factual knowledge
    - B. informed opinion
    - C. statistical inferences
    - D. personal testimony

12. Which knowledge relies on evidence instead of limited personal experience?
    - A. factual knowledge
    - B. informed opinion
    - C. statistical inferences
    - D. personal testimony

13. Which of the following is supporting evidence that is valid and verifiable?
    - A. factual knowledge
    - B. informed opinion
    - C. statistical inferences
    - D. personal testimony

14. The following criteria are considered in choosing the issue on problem to be discussed, EXCEPT:
    - A. pervasiveness
    - B. argument
    - C. urgency
    - D. demonstrability

15. Which composition highlights the opinion of the author or specific entity about an issue?
    - A. Research Report
    - B. Article Critique
    - C. Project Proposal
    - D. Position Paper

Additional Activities

Write a five-paragraph essay and try to win your readers' vote by clearly stating your claim and providing strong evidence. Choose one among the topics below:

1. Can smoking be prevented by raising the price of cigarettes?
2. Are we too dependent on computers?
3. Do young people's behavior better or worse than it was years ago?

Please be guided by the score sheet below.

Description	Highest Point	Your Score
Has a clear, arguable thesis statement	3 points	
Has strong and relevant claims and evidence	5 points	
Grammar, spelling, and punctuation marks are Correct	2 points	
Total	10 points	

Answer Key

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