



DBB 308 WRITING IN A FOREIGN LANGUAGE

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Punctuating direct quotations

- ▶ **1.** Put quotation marks around information that you copy word for word from a source. Do not use quotation marks with paraphrases, summaries, or indirect quotations.
- ▶ **2.** Normally, place commas (and periods) before the first mark and also before the second mark in a pair of quotation marks.
- ▶ **Example:**
- ▶ According to *Sports Illustrated*, "Eliminating drug use from Olympic sports would be no small challenge."

- ▶ There are two important **exceptions**:
- ▶ If you insert only a few quoted words into your own sentence, don't use commas.
- ▶ **Example:**
- ▶ Charles Yesalis believes that "**a large percentage**" of athletes who have set new records have done so with the help of performance-enhancing drugs (qtd. in Herper, par. 6).
- ▶ When you add an in-text citation after a quotation, put the period after the closing parenthesis mark.
- ▶ **Example:**
- ▶ The Institute of Global Ethics warns, "The Olympics could well become just another money-drenched media promotion in which contestants will be motivated less by athletic glory than by lucrative future contracts" (Kidder, par. 7).

- ▶ **3.** Capitalize the first word of the quotation as well as the first word of the sentence.
- ▶ **Dr.** Donald Catlin, director of a drug-testing lab at UCLA, stated, "**T**he sophisticated athlete who wants to take drugs has switched to things we can't test for" (qtd. in Bamberger and Yaeger 62).
- ▶ **4.** If you break a quoted sentence into two parts, enclose both parts in quotation marks and separate the parts with commas. Capitalize only the first word of the sentence.
- ▶ "**T**he sophisticated athlete who wants to take drugs," stated Dr. Donald Catlin, director of a drug-testing lab at UCLA, "**h**as switched to things we can't test for" (qtd. in Bamberger and Yaeger 62).

- ▶ 5. If you omit words, use an ellipsis (three spaced periods).
- ▶ According to a 1997 article in *Sports Illustrated*, "The use of steroids ... has spread to almost every sport, from major league baseball to college basketball to high school football" (Bamberger and Yaeger 62).

- ▶ 6. If you add words, put square brackets around the words you have added.
- ▶ One athlete declared, "The testers know that the **[drug]** gurus are smarter than they are" (qtd. in Bamberger and Yaeger 62).

- ▶ 7. Use single quotation marks to enclose a quotation within a quotation.
- ▶ A young athlete openly admitted, "My ethical inner voice tells me, 'Don't use drugs,' but my competitive inner voice says, 'You can't win if you don't'" (Jones)

- ▶ If your quotation is four lines or longer, do not use quotation marks. Introduce this type of quotation with a colon and indent it one inch from the left-hand margin.

- ▶ A national news agency reported these shocking survey results:

Several years ago [when] 198 athletes were asked if they would take a performance-enhancing drug if they knew they would NOT be caught and they would win, 195 said they would take the drug. The second question revealed a more frightening scenario. The athletes were asked if they would take a drug that would ensure they would win every competition for five years and wouldn't get caught, but the side effects would kill them—more than HALF said they would take the drug ("2000 Olympics," par. 12).

Indirect quotations

- In indirect quotations, the speaker's or writer's words are reported indirectly, without quotation marks. For this reason, indirect quotations are sometimes called reported speech. Indirect quotations are introduced by the same reporting verbs used for direct quotations. The tense of verbs in indirect quotations is affected by the tense of the reporting verb.

Drugs and the Olympic Games 2

⁵It seems apparent that if athletes want to win, they must consider using drugs. ⁶Dr. Michael Karsten, a Dutch physician who said he had prescribed anabolic steroids to hundreds of world-class athletes, stated that if [athletes] were especially gifted, [they] might win once, but from his experience [they] couldn't continue to win without drugs. ⁷He asserted that the field was just too filled with drug users (qtd. in Bamberger and Yaeger 62). ⁸In fact, some people claim that record-breaking performances of Olympic athletes may be directly due to drugs. ⁹Charles Yesalis, a Pennsylvania State University professor who has studied the use of drugs in sports believes that "a large percentage" of athletes who have set new records have done so with the help of performance-enhancing drugs. ¹⁰He claims that a lot of experts, at least in private, feel that way (qtd. in Herper, par. 6).

Tense Change	Direct Quotation	Indirect Quotation
Simple present changes to simple past.	Susan said, "The exam is at eight o'clock."	Susan said (that) the exam was at eight o'clock.
Simple past and present perfect change to past perfect.	She said, "We didn't have time to eat breakfast." He said, "The exam has just started ."	She said (that) they hadn't had time to eat breakfast. He said (that) the exam had just started .
<i>Will</i> changes to <i>would</i> , <i>can</i> to <i>could</i> , <i>may</i> to <i>might</i> , and <i>must</i> to <i>had to</i> .	Sam mentioned, "Today I will eat Chinese food, and tomorrow I'll eat French food if I can find a good restaurant."	Sam mentioned that today he would eat Chinese food and that tomorrow he'd eat French food if he could find a good restaurant.
Time expressions may change if the meaning requires it.	The teacher said, "You must finish the test right now ."	The teacher said that we had to finish the test right then ."

- ▶ There are three **exceptions**:
- ▶ • When the reporting verb is simple present, present perfect, or future, the verb tense in the quotation does not change.
He says, "I can finish it today."
He says that he can finish it today.
- ▶ • When the reporting phrase is ***according to***, the verb tense does not change.
The lawyer said, "My client is innocent."
According to the lawyer, his client is innocent.
- ▶ • When the quoted information is a fact or a general truth, the verb tense in the quotation does not change.
He said, "Water boils at a lower temperature in the mountains."
He said that water boils at a lower temperature in the mountains.

TOPIC SENTENCE	Example The increased use of computers in business has been accompanied by a costly increase in computer crime.
MAIN POINT A	Computer criminals cost business a lot of money.
QUOTATION	“The financial losses to business from computer thefts will exceed \$25 billion in 2005.”
MAIN POINT B	Computer criminals steal not only money but also information.
QUOTATION	“It is not just the money they steal; they steal data, and data is power.”
SOURCE	A book written by Meredith Bruce, <i>Cybercrime</i> , page 185. The book was published in New York by a company named Wexler in 2004.

Completed Paragraph

The increased use of computers in business has been accompanied by a costly increase in computer crime. The losses to victims of computer crimes are very high. In her book *Cybercrime*, author Meredith Bruce claimed that the financial losses to business from computer thefts would exceed \$25 billion in 2005 (185). Computer criminals steal not only money but also information. For example, they steal confidential business records, customer lists, and corporate plans. As Bruce stated, “It is not just the money they steal; they steal data, and data is power” (185).

Topic for Your Paragraph**TOPIC SENTENCE**

Computers cannot be compared to human brains.

MAIN POINT A

The human brain is more powerful than any computer.

QUOTATION

“It has been estimated that the information-processing capacity of even the most powerful supercomputer is equal to the nervous system of a snail—a tiny fraction of the power available to the supercomputer inside the human skull.”

MAIN POINT B

The kinds of processing in a human brain and a computer are different, too.

QUOTATION

“Computers find it easy to remember a 25-digit number but find it hard to summarize the gist¹ of [children’s story] ‘Little Red Riding Hood,’ and humans find it hard to remember the number but easy to summarize the story.”

SOURCE

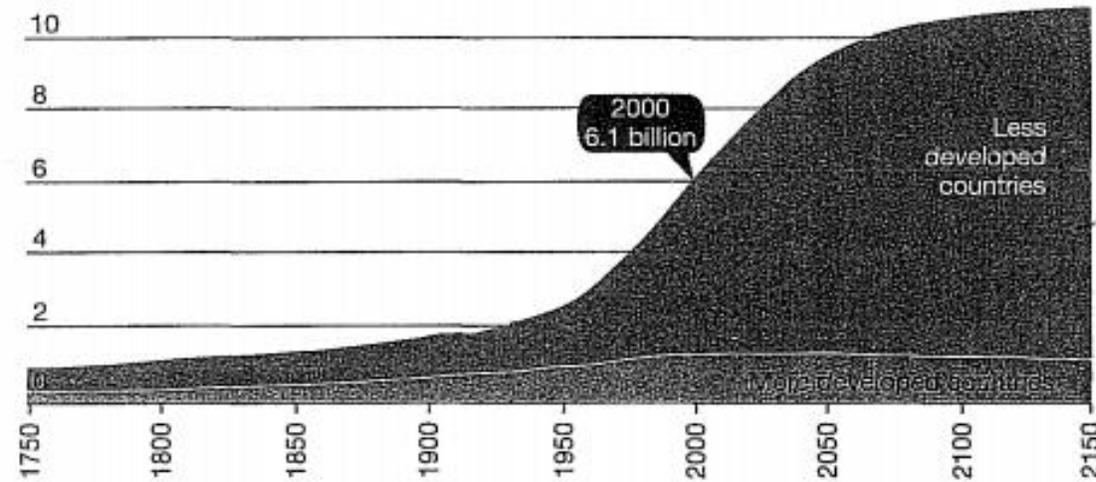
Both quotations are on page 64 of a magazine article titled “Can a Computer Be Conscious?” by Steven Pinker. The article appeared on pages 63–65 of the news magazine *U.S. News & World Report* on August 18, 1997.

Statistics

- ▶ Like quotations, statistics are good supporting details.
- ▶ Study the graph and then read the paragraph that uses data from it.

World Population Growth, 1750–2150

Population (in billions)



Source: United Nations, *World Population Prospects, The 1998 Revision*, and estimates by the Population Reference Bureau.

World Population Growth

According to statistics from the Population Reference Bureau, the world's population is increasing at a geometric rate. World population first reached 1 billion back in 1804. It took 123 years for it to reach 2 billion in 1927. By 1960, a period of just 32 years, it had added another billion. Just 15 years later, we were at 4 billion, 12 years later at 5 billion, and 11 years after that at 6 billion. The United Nations has projected an increase to 9 billion by the year 2050. Most of the increase will be in the world's less developed countries ("World" 1).²

Review

► These are the important points covered in this chapter:

1. In academic writing, you are expected to use information from outside sources to support your ideas. Keep in mind that the U.S. system of education values students' original thinking and writing. Use outside sources *to support your own ideas*. Don't write a paper that contains *only* the ideas of others.
2. Search for specific supporting details in the library or on the Internet.
 - **Direct quotations:** Repeat the writer's or speaker's exact words, and place them inside quotation marks.
 - **Indirect quotations:** Report the author's words, making changes in pronouns and verb tenses as necessary. Do not use quotation marks.
 - Use appropriate statistics to support your points.
3. Don't just drop a quotation or a statistic into your paper. Make the connection between the borrowed information and your idea clear.

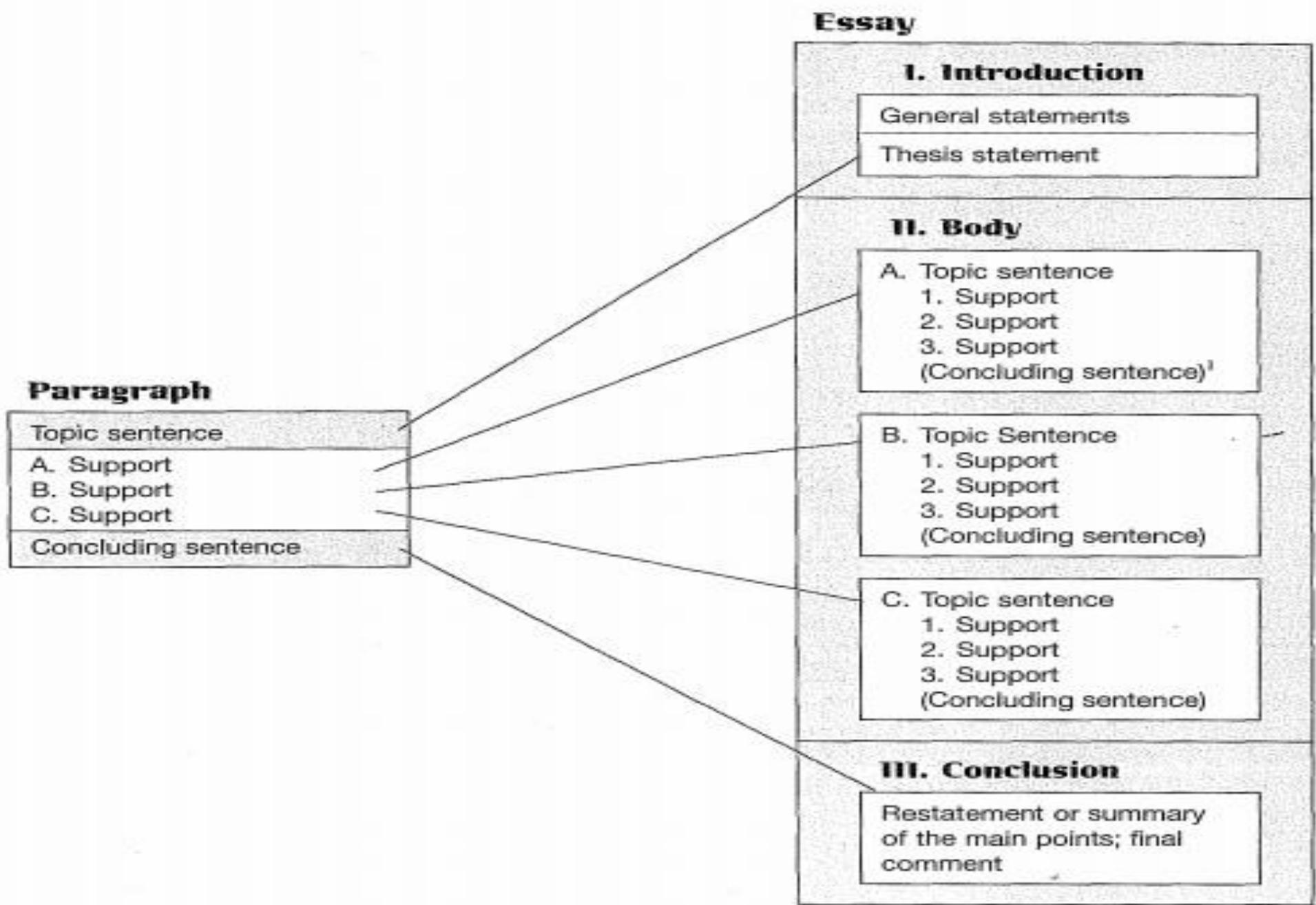
Writing an essay

From paragraph to essay

- ▶ An **essay** is a piece of writing which consists of several paragraphs.
- ▶ It is about one topic, just as a paragraph is.
- ▶ However, because the topic of an essay is too complex to discuss in one paragraph, you need to divide it into several paragraphs, one for each major point.
- ▶ Then you need to tie the paragraphs together by adding an **introduction** and a **conclusion**.
- ▶ The principles of organization are the same for both, so if you can write a good paragraph, you can write a good essay.

The three parts of an essay

- ▶ An essay has three main parts: an **introduction** (introductory paragraph), a **body** (at least one, but usually two or more paragraphs), and a **conclusion** (concluding paragraph).
- ▶ An essay **introduction** consists of two parts: a few **general statements** to attract your reader's attention and a **thesis statement** to state the main idea of the essay.
- ▶ A **thesis statement** for an essay is like a **topic sentence** for a paragraph: It names the specific topic and gives the reader a general idea of the contents of the essay.
- ▶ The **body** consists of one or more paragraphs. Each paragraph develops a subdivision of the topic, so the number of paragraphs in the body will vary with the number of subdivisions or subtopics.
- ▶ The **conclusion**, like the concluding sentence in a paragraph, is a summary or review of the main points discussed in the body.
- ▶ An essay has **unity** and **coherence**, just as a paragraph does.



MODEL**Essay Structure****INTRODUCTORY PARAGRAPH****THESIS STATEMENT****BODY PARAGRAPH 1****BODY PARAGRAPH 2****Native American Influences on Modern U.S. Culture**

When the first Europeans came to the North American continent, they encountered the completely new cultures of the Native American peoples of North America. Native Americans, who had highly developed cultures in many respects, must have been as curious about the strange European manners and customs as the Europeans were curious about them. As always happens when two or more cultures come into contact, there was a cultural exchange. Native Americans adopted some of the Europeans' ways, and the Europeans adopted some of their ways. As a result, Native Americans have made many valuable contributions to modern U.S. culture, particularly in the areas of language, art, food, and government.

First of all, Native Americans left a permanent mark on the English language. The early English-speaking settlers borrowed from several different Native American languages words for places in this new land. All across the country are cities, towns, rivers, and states with Native American names. For example, the states of Delaware, Iowa, Illinois, and Alabama are named after Native American tribes,² as are the cities of Chicago, Miami, and Spokane. In addition to place names, English adopted from various Native American languages the words for animals and plants found in the Americas. *Chipmunk*, *moose*, *raccoon*, *skunk*, *tobacco*, and *squash* are just a few examples.

Although the vocabulary of English is the area that shows the most Native American influence, it is not the only area of U.S. culture that has been shaped by contact with Native Americans. Art is another area of important Native American contributions. Wool rugs woven by women of the Navajo tribe in Arizona and New Mexico are highly valued works of art in the United States. Native American jewelry made from silver and turquoise is also very popular and very expensive. Especially in the western and southwestern regions of the United States, native crafts such as pottery, leather products, and beadwork can be found in many homes. Indeed, native art and handicrafts are a treasured part of U.S. culture.

BODY PARAGRAPH 3

In addition to language and art, agriculture is another area in which Native Americans had a great and lasting influence on the peoples who arrived here from Europe, Africa, and Asia. Being skilled farmers, the Native Americans of North America taught the newcomers many things about farming techniques and crops. Every U.S. schoolchild has heard the story of how Native Americans taught the first settlers to place a dead fish in a planting hole to provide fertilizer for the growing plant. Furthermore, they taught the settlers irrigation methods and crop rotation. Many of the foods people in the United States eat today were introduced to the Europeans by Native Americans. For example, corn and chocolate were unknown in Europe. Now they are staples in the U.S. diet.

BODY PARAGRAPH 4

Finally, it may surprise some people to learn that citizens of the United States are also indebted³ to the native people for our form of government. The Iroquois, who were an extremely large tribe with many branches called “nations,” had

developed a highly sophisticated system of government to settle disputes that arose between the various branches. Five of the nations had joined together in a confederation called “The League of the Iroquois.” Under the league, each nation was autonomous⁴ in running its own internal affairs, but the nations acted as a unit when dealing with outsiders. The league kept the Iroquois from fighting among themselves and was also valuable in diplomatic relations with other tribes. When the 13 colonies were considering what kind of government to establish after they had won their independence from Britain, someone suggested that they use a system similar to that of the League of the Iroquois. Under this system, each colony or future state would be autonomous in managing its own affairs but would join forces with the other states to deal with matters that concerned them all. This is exactly what happened. As a result, the present form of government of the United States can be traced directly back to a Native American model.

CONCLUDING PARAGRAPH

In conclusion, we can easily see from these few examples the extent of Native American influence on our language, our art forms, our eating habits, and our government. The people of the United States are deeply indebted to Native Americans for their contributions to U.S. culture.

The Introductory Paragraph

- ▶ An **introductory paragraph** has **two parts**, **general statements** and the **thesis statement**.
- ▶ **General statements**
 - introduce the general topic of the essay.
 - capture the reader's interest.
- ▶ **The thesis statement**
 - states the specific topic.
 - may list subtopics or subdivisions of the main topic or subtopics.
 - may indicate the pattern of organization of the essay.
 - is normally the last sentence in the introductory paragraph.

When the first Europeans came to the North American continent, they encountered the completely new cultures of the Native American peoples of North America. Native Americans, who had highly developed cultures in many respects, must have been as curious about the strange European manners and customs as the Europeans were curious about them. As always happens when two or more cultures come into contact, there was a cultural exchange. Native Americans adopted some of the Europeans' ways, and the Europeans adopted some of their ways.

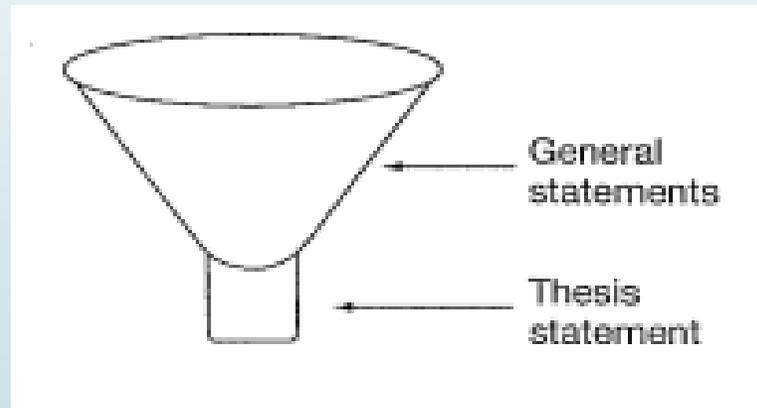
- ▶ The **general statements** in the introductory paragraph of the model essay introduce the topic. The **first sentence** is about the arrival of Europeans and their encounter with new cultures. The **next sentence** points out that there were large differences between European and Native Americans. The **next two sentences** say that two-way cultural exchange happened, but the direction of the exchange and the specific items are not identified.

As a result, Native Americans have made many valuable contributions to modern U.S. culture, particularly in the areas of language, art, food, and government.

- ▶ The **thesis statement** is specific; it gives the direction of the exchange (Native American influences on modern u.s. culture) and lists the subtopics (language, art, food, and government)

Funnel introduction

- ▶ This introduction is so called because it is shaped like a funnel-wide at the top and narrow at the bottom. It begins with one or two very general sentences about the topic. Each subsequent sentence becomes increasingly focused on the topic.



MODEL*Funnel
Introduction*

Moving to a new country can be an exciting, even exhilarating experience. In a new environment, you somehow feel more alive. Seeing new sights, eating new food, hearing the foreign sounds of a new language, and feeling a different climate against your skin stimulate your senses as never before. Soon, however, this sensory bombardment becomes sensory overload. Suddenly, new experiences seem stressful rather than stimulating, and delight turns into discomfort. This is the phenomenon known as culture shock. Culture shock is more than jet lag or homesickness, and it affects nearly everyone who enters a new culture—tourists, business travelers, diplomats, and students alike. Although not everyone experiences culture shock in exactly the same way, many experts agree that it has roughly five stages.

MODEL

*Dramatic,
Interesting,
or Funny Story*

On November 14, 1963, a few miles off the southern coast of Iceland, the crew of a fishing boat noticed smoke on the horizon. Thinking that another fishing boat was on fire, they went to investigate. When they got closer, they discovered that the smoke was not from a boat on fire; rather, it was from an undersea volcano about to erupt. The next day, ash, cinders, and pumice were blown 1,000 feet into the air. The fishermen had witnessed a rare event—the violent birth of an island. The volcano continued to erupt for about four years, eventually creating an island about 1 square mile in area and 560 feet in height. The birth of Surtsey, as the island is named, offered scientists an extraordinary opportunity to learn how life takes hold on a sterile landmass.

MODEL

*Surprising
Statistics
or Facts*

Got high blood pressure? Try a truffle. Worried about heart disease? Buy a bon-bon. It's the best news in years! Studies in two prestigious scientific journals say dark chocolate is good for you. It seems that eating a small piece of dark chocolate regularly can reduce the risk of heart disease because dark chocolate—but not milk chocolate or white chocolate—contains high amounts of flavonoids, powerful cholesterol-fighting compounds. What is the next health food going to be? Ice cream? Sugar cookies? There are so many conflicting news stories about which foods are good for you that it is often difficult to make the right choices at the supermarket.

MODEL*Historical
Background*

The Pilgrims who arrived in Massachusetts in 1620 came to find religious freedom. In the seventeenth and eighteenth centuries, large numbers of African men and women were brought as slaves to work on large plantations in the South. Immigrants from northern and southern Europe came in the early nineteenth century to escape poor economic conditions at home. Later in the nineteenth century, the first immigrants from China came as contract laborers to build the railroads connecting East and West. In the twentieth century, political and economic refugees arrived from Asia, Eastern Europe, and Latin America. Indeed, the United States has seen immigrants come from many different parts of the world, and they have come for many different reasons. Their ability to adjust to life in their adopted land has depended on several factors.

Thesis statement

- ▶ The thesis statement is the most important sentence in the introduction.
- ▶ **1. It states the specific topic of the essay.**

Native Americans have made many valuable contributions to modern U.S. culture.

Young people in my culture have less freedom than young people in the United States.

The large movement of people from rural to urban areas has major effects on cities.

2. Sometimes a thesis statement lists the subtopics that will be discussed in the body.

Native Americans have made many valuable contributions to modern U.S. culture, particularly in the areas of language, art, food, and government.

Young people in my culture have less freedom than young people in the United States in their choice of where they live, whom they marry, and what their job is.

The large movement of people from rural to urban areas has major effects on a city's ability to provide housing, employment, and adequate sanitation services.

- ▶ **3. Sometimes a thesis statement also indicates the pattern of organization that the essay will follow. Which of the following thesis statements indicates chronological order? Logical division of ideas? Comparison/contrast?**

When buying a used car, use these four strategies to get the best price.

There are several differences between a nurse practitioner and a physician's assistant.

My best friend and I spent an entire summer constructing a tree house in my grandmother's old apple tree.

Practice

- ▶ Study these thesis statements from two different essays on the topic of the status of women in Xanadu, an imaginary country. One of the essays uses a comparison/contrast pattern, the other a time sequence (chronological order) pattern. Which statement indicates which pattern?
- ▶ **1.** Beginning in World War II and continuing through the period of economic boom, the status of women in Xanadu has changed remarkably.
Pattern of organization: _
- ▶ **2.** Although the status of women in Xanadu has improved remarkably in recent years, it is still very low when compared to the status of women in the countries of the industrial world.
Pattern of organization: _

Practice 2

- ▶ In each of the following two thesis statements, both the method of organization and the major subdivisions of the topic are indicated. How many paragraphs will the body of each essay probably contain?
- ▶ **1.** The status of women in Xanadu has changed remarkably in recent years due to increased educational opportunities and changes in the country's laws.
Probable number of body paragraphs: __
- ▶ **2.** The status of women in Xanadu has improved remarkably in recent years in the areas of economic independence, political rights, educational opportunities, and social status.
Probable number of body paragraphs: __