**Written Assessment #1**

**HOW TO WRITE A RESPONSE PAPER**

The following are guidelines on how to write a ‘Single Text’ read-and-respond paper. The intention with this document is to help you organize your work and present it in the written form.

**What is a single text Response Paper?**

In a single text response paper, you are provided a one parent document that you are required to read, appraise, summarize and situate your learnings so far in the course, within your response. The intention here is to refine your own understanding of the subject, themes or topics using the parent text as an anchor. Please remember that a ‘Response Paper’ differs from a ‘Summary Paper’ in that in the latter, you are only required to summarize and provide a gist of the author’s various arguments, while the former goes further to incorporate your own views about the author’s work in context of your course. The majority of your document should orient the reader to this, while a short initial summary (which is also an essential part of a Response Paper) will help contextualize the reader to your response.

**How to go about writing a Response Paper?**

1. Counter-intuitively, one the first things to do should be to go over your own notes of the classes so far.
2. Now read the grading Rubric and ensure you fully understand it. Pay close attention to the formatting guidelines as well.
3. Following this, read (and re-read if required) the parent document carefully, annotate and prepare your notes of the parent document.
4. Remember your parent document, in all likelihood, ascribes to a specific writing form (usually Academic Writing) and this is helpful in providing a reference framework to your own paper.
5. The Academic writing form is usually iterative, in that a certain structure may be found across the entire article, which is also indicated within each paragraph of the article.
   1. The entire academic article may be divided into 3 large sections – The Introduction, the body text and the conclusion/discussion.
      1. Within each paragraph of your parent document too, you will find that it begins with a topic sentence that introduces and situates the paragraph and directs the reader in the direction of its content.
      2. This is followed by a set of statements that support the topic line. It is here that you are most likely to find the author's own references that support her own ideas.
      3. Finally, the paragraph ends with a strong conclusion or summary statement.
      4. Each paragraph and/or section (collection of paragraphs) orients the reader to the next idea, in the next paragraph/section (Hint : the use of the term ‘Graph’ in the word Paragraph! – a Graph is representation that orients, draws relationships and plots a trajectory across themes)
   2. Locate these within the parent document and make marginal notes, perhaps a one line abstraction of the author’s thesis.
   3. These will serve as guidelines to help you with the first section - the summary i.e the initial 300 words of your own 750 word Response Paper.
6. Following this, it is usually a good idea to provide a focus statement that ties up the summary to the ensuing paragraphs containing your own idea/s.
7. What follows is your response to the parent document (the remaining 450 words) – and if you have read the rubric, this is your reaction to any one idea that caught your interest within the parent document. While this section may be relatively less formal than the preceding section, try and organize your responses cohesively – introduce, substantiate and summarize.
8. You are encouraged to provide examples to substantiate your responses/conclusions and if you are using literature from elsewhere beyond the parent document, cite them using the prescribed format.
9. Finally, it is a good idea to provide a few lines connecting parts 1 and 2 of your Response paper to conclude it.
10. Do not forget to proof-read your paper for spelling, grammatical or mechanistic inconsistencies and correct them before submission.