

# HOW TO WRITE TERM PAPERS AND REPORTS

Second Edition

What's the secret to writing a successful term paper? This book tells you everything you need to know about preparing and polishing a paper. Appendixes feature four complete examples of term papers, showing argumentative, position, descriptive, and literary approaches. Whatever your subject, this book will show you how to:

- Choose a topic and an approach
- Research a topic
- Write a first draft
- Develop a final draft
- Use grammar and style effectively
- Prepare footnotes and bibliographies
- Prepare any illustrations
- Prepare a final copy on a typewriter or a word processor

A special section offers guidelines on giving an effective oral presentation.

L. Sue Baugh

# Effective Term Papers And Reports

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