



March 30 – April 3, 2020

TOPIC: WRITING STYLE AND COMPOSITION

1. In writing the research proposal use the future tense.
2. In writing the proposal and the whole research project use the third person.
3. When quoting from a source in your proposal and research project use the past tense.
4. In presenting the analysis of tables use present tense.
5. Observe correct grammar, punctuation, sentence structure, and spelling.
6. Sentences should be clear, precise and not redundant.
7. To introduce sections and paragraphs use topical sentences.
8. Contents of sections should be related to other sections and should support the topical sentences.
9. There should be logical flow of ideas between sections with smooth transition between paragraphs, topics, sections, and chapters.
10. The research study should cite/present references in developing the research problem rather than relying on the researcher's personal opinion.(All statements should be supported with references or analytical development)
11. The researcher's ideas should be clear and consistent throughout the document.

ORGANIZATION AND FORM

1. The research should be logically and comprehensively organized.
2. The chapters should be integrated and form a cohesive whole.
3. Transitions between chapters are smooth and coherent.
4. The study follows a standard form and follows style standardization formatting requirements.
 - a. Running heading is not used (ref. APA 5th ed manual)
 - b. Pagination
 - c. Citation Format
 - d. Reference format
 - e. Listing of terms within the text
 - f. Margins
 - g. Chapter titles
 - h. Section title format
 - i. Page Format
5. The study has a professional and scholarly appearance throughout, including the following:
 - j. No formatting or sentence errors
 - k. Short paragraph structure (e.g. 3-5 sentences per paragraph)
 - l. Short, clear, and succinct sentence structure (e.g. sentences generally range between 1-3 lines)



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6. Citations are used for direct quotations, paraphrasing, facts and studies, and any other personal communications.
7. There is a citation used in the text for each reference page entry.

REFERENCE: PRACTICAL RESEARCH 2 By: Prieto, Naval and Carey pp.233-234

ACTIVITY

Directions: Check your research work, if the writing style and composition, together with the organization and form, has been observed.