

Suggested Justification & Revision Protocol for English Papers

The only way to become proficient in sentence, paragraph, and essay construction and mechanics is to become very familiar with the rules governing them. **The only way to do this is to self-check every aspect of your work.** For each of your papers to receive the highest possible grade, you should consider investing the time in the following exercise.

THIS EXERCISE IS STRONGLY SUGGESTED. IT WILL TAKE A GREAT DEAL OF TIME TO COMPLETE (FIGURE ON 2 HOURS OR MORE FOR EACH PAGE UNTIL YOU BECOME PROFICIENT). IT IS NO DOUBT THE MOST DETAILED AND CHALLENGING WORK YOU WILL DO THIS TERM. HOWEVER, AS YOU BECOME PROFICIENT IN YOUR UNDERSTANDING OF THE RULES FOR WRITERS, IT WILL TAKE YOU LESS AND LESS TIME TO DO THE WORK.

The writing process consists of PREWRITING, WRITING, REVISING, EDITING, AND PROOFREADING (OR WHAT I CALL **JUSTIFYING**).

- 1) Look up the rule for every punctuation mark such as **period, question mark, exclamation point, comma, semicolon, colon, apostrophe, quotation mark, and parenthesis.**
- 2) Look up the rule or rules for sentence construction. Remember, every sentence must have (minimum) a **subject**, a **complete and matching verb**, and an **independent clause**. You must understand these definitions. It might help to **circle nouns and underline verbs**. Make sure modifiers (adjectives, adverbs) are precise, colorful, and avoid clichés.
- 3) Look up the rules for **paragraph construction**. Know when to indent.
- 4) Look up **spelling** and **definitions** for words in your paper. If you do not know for sure if a word is spelled correctly, you must look up its **definition** to be sure you are using it correctly. For some students, this will mean looking up almost every word until they become more proficient.
- 5) Using a good writer's reference, make sure your **in-text (parenthetical) references** and the **Works Cited references** are correctly executed. Follow the examples given in the *MLA Guide 5th Edition* or writer's reference. The Writing Center located on campus has guides for your use in the center. Information is also available online using keyword "MLA."
- 6) Using your writer's reference, write out the rule and its location for each use of the above italicized terms. Use a separate piece of paper for these notations. If you have many uses of the same rule, just refer to subsequent ones by section and page number.

You will probably have as many pages of justification, or more, as you have pages in your essays. YES, THIS DOES MEAN 10 PAGES OF TYPEWRITTEN WORK FOR A 10-PAGE PAPER!

1. Role Reversal

2. The recent trade negotiations between Japan and the United States resonate with the societal expectations so vastly different in these two cultures. 3. On the one side is the United States with its desire for instant gratification, trust in a professional image, and willingness to use the force of its military-industrial presence. 4. On the other side is Japan with a long history of contemplative and patient isolation, trust in relationships built up over long periods of time, and cultural emphasis on harmony and smoothness.

5. The first area of concern involves the interactions between the two cultures, specifically the actions of the Americans and the reactions of the Japanese to them. 6. The second area of concern involves necessary adjustments to world trade realities highlighted by these interactions. 7. The third area of concern involves adaptations the United States must make in its approaches to negotiations with Japan in order to promote trust and consistency. 8. These three problematic areas must all be addressed if the United States is to benefit and grow economically in the Japanese marketplace. 9. Open trade with Japan is

Reference is The Riverside Handbook by Lynn Beene and William Vande Kopple, 1992.

- 1) Capitalize all significant words in titles, page 555, section 37a4
- 2) Capitalize the first word in a sentence, 551, 31a
Capitalize the names of countries, 554, 37a3
End a statement with a period, 471, 30c1
- 3) Capital, 551, 31a
Capital, 554, 37a3
Use commas between elements in a series, 501, 32f
Use hyphens in compound modifiers, 537, 35b
Period, 471, 30c1
- 4) Capital, 551, 31a
Capital, 554, 37a3
Commas, 501, 32f
Period, 471, 30c1
- 5) New paragraph signals a switch in topic, 168, 12a
Topic sentence defines a paragraph (does not have to be the first sentence), 170, 12b1
Capital, 551, 37a1
Comma, complementary expression, 500, 32e
Capitals, 554, 37a3
Period, 471, 30c1
- 6) Capital, 551, 37a1
Period, 471, 30c1
- 7) Capital, 551, 37a1
Capital, 554, 37a3
Period, 471, 30c1
- 8) Capital, 551, 37a1
Capital, 554, 37a3
Capital, proper noun, 553, 37a3
Period, 471, 30c1
- 9) Capital, 554, 37a3