

USING QUOTES IN YOUR WRITING

The process of effectively using quotations is called *embedding or interpolating* quotes. Using quotes well can make your essay or research paper clear and interesting to read, and can clarify your ideas to strongly support your argument. Here are some rules and techniques which will help you get the most out of your quotes:

1. Make sure the quote(s) you choose **really** support the point you're trying to make.
2. Use **ONLY** the words or phrases that you absolutely need to make your point. Avoid long quotes as much as possible.
3. **Never** simply state a quote all by itself in your essay or paper. Always include words which introduce the quote and always explain the significance of the quote to your argument (quote sandwich).
4. Make sure that the whole sentence (including your introductory words) works as a clear, correct, complete sentence. One easy way to check this is to pretend that the quotation marks are taken out and see if the sentence is grammatically correct.
5. You should include the full name (first and last) of an author the first time you refer to him/her; however, when you mention that author after that, you should use only his/her **last name**.
6. When you include the author's name in your introduction to the quote, you do not need to repeat the name in your citation.
7. Always state the source of the quote. When you are writing an essay which obviously has only one source, you only need to state the page number from the text. Or, if you give the author's name in the introduction to the quote, you don't have to put his/her name at the end too. If your source is a poem, give the line number. If you are using more than one source in your essay or paper, then you must give the name of the author and the page number. (If you have more than one source by the same author, then you must also give the title of the source—whatever it takes to help your reader know exactly which source the quote/info. comes from.) Do not write **p.** or **pg.** or **page**—just write the number of the page. Also, do not put a comma between the author's name and the page number.
8. Pay attention to the punctuation. Generally, you need to put a comma after your introductory words just before you begin the quote. However, if your introduction to the quote is an independent clause, put a colon (:) before the quote. Always put the final period (for the end of the sentence) **AFTER** you cite the source.
9. An ellipsis (3 dots with spaces in between) tells your reader that you have left something out of the original text. Square brackets (like this: []) say that you have added to or changed something in the original text.

Example of something left out:

In an essay on urban legends, Jan Harold Brunvand notes that "some individuals make a point of learning every recent rumor or tale . . . and in a short time a lively exchange of details occurs" (78).

Using Quotes In Essays

Herbert J. Rubin, Irene Rubin



Using Quotes In Essays:

Successful Essay Writing for Senior High School, College and University Barry Spurr, 2005 Following a history of Chinese calligraphy going all the way back to the pictographic beginnings of Chinese writing more than 4 000 years ago the author explains the basic construction of individual characters and the ways in which calligraphy is used by Chinese artists including calligraphic seals and inscriptions on paintings

Essay Writing Jock Mackenzie, 2007 Get back to basics with this practical look at the foundations of good essay writing With personal and classroom anecdotes ideas and strategies and samples and reproducibles this cheerful and accessible book offers real life advice that both teachers and students can really use Each chapter contains easy to incorporate lessons along with teaching tips for teaching specific concepts that range from pre writing exercises to revising and editing to celebrating the final product The book includes a wide range of innovative approaches to teaching essay writing from how to picture and act out an essay to a winning format for a topic sentence and using scattergrams to turn brainstorming into constructive outlines Throughout the book assessment tools and marking keys support simple marking techniques that are visible and relatively frequent and consider not just the essay but effort and time on task

Writing Essays For Dummies, UK Edition Mary Page, Carrie Winstanley, 2012-01-24 This straight talking guide will help you develop your essay writing skills and achieve higher marks Do ever wish that you could write the perfect university essay Are you left baffled about where to start This easy to use guide walks you through the nuts and bolts of academic writing helping you develop your essay writing skills and achieve higher marks From identifying the essay type and planning a structure to honing your research skills managing your time finding an essay voice and referencing correctly Writing Essays For Dummies shows you how to stay on top of each stage of the essay writing process to help you produce a well crafted and confident final document Writing Essays For Dummies covers Part I Navigating a World of Information Chapter 1 Mapping Your Way Starting to Write Essays Chapter 2 Identifying the essay type Part II Researching Recording and Reformulating Chapter 3 Eyes Down Academic reading Chapter 4 Researching Online Chapter 5 Note taking and Organising your Material Chapter 6 Avoiding Plagiarism Part III Putting Pen to Paper Chapter 7 Writing as a process Chapter 8 Getting Going and Keeping Going Part IV Mastering Language and Style Chapter 9 Writing with Confidence Chapter 10 Penning the Perfect Paragraph Chapter 11 Finding Your Voice Part V Tightening Your Structure and Organisation Chapter 12 Preparing the Aperitif The Introduction Chapter 13 Serving the Main Course The Essay s Body Chapter 14 Dishing up Dessert The Conclusion Chapter 15 Acknowledging Sources of Information Part VI Finishing with a Flourish The Final Touches Chapter 16 It s all in the detail Chapter 17 Perfecting Your Presentation Chapter 18 The afterglow Part VII Part of Tens Chapter 19 Ten Tips to Avoid Things Going Wrong Chapter 20 Ten Ways to Make Your Essay Stand Out

Writing Essays Harrison Stewart, AI, 2025-03-06 Writing Essays is a comprehensive guide designed to transform the daunting task of essay writing into an achievable skill This language arts textbook focuses on fundamental elements such as crafting strong

thesis statements developing well structured paragraphs and supporting arguments with credible evidence It emphasizes that effective essay writing is not merely a formulaic exercise but a dynamic process of critical thinking The book draws upon the historical context of rhetoric and argumentation from ancient Greeks to modern scholars adapting these principles to contemporary academic and professional writing The book argues that mastering essay writing enhances communication skills applicable in various settings It guides readers through each stage of the essay writing process beginning with an introduction to core concepts and the importance of audience awareness Dedicated chapters explore thesis statements paragraph construction and evidence based argumentation culminating in refining writing through revision strategies and stylistic considerations Practical exercises and examples are integrated throughout to reinforce learning making it a valuable resource for students and anyone seeking to improve their persuasive writing abilities Writing Essays uniquely emphasizes critical thinking and audience awareness encouraging writers to develop their own voice and tailor arguments effectively Rather than providing rigid rules it promotes an active approach to writing emphasizing creativity and critical analysis The book progresses logically building from basic concepts to more complex elements of essay construction ensuring a solid foundation in academic writing

Blowing Away the State Writing Assessment Test Jane Bell Kiester, 2013 The Same Classic You Love Now Expanded and Updated for 2006 Test Requirements NEW Third Edition In just four easy steps Jane Bell Kiester gives you all the tools you need to teach your students how to respond to any fiction or non fiction prompt with superior and creative writing that incorporates solid writing craft principles The expanded Third Edition allows you to simplify the planning process for writing with several graphic organizers help students use and retain vivid vocabulary with entertaining classroom proven activities encourage and explicitly teach strategies that foster well organized and elaborated writing that reveals the writer s voice teach students how to recognize genre a difficult skill for many students to master on assessments with twenty passages from familiar and beloved children s fiction and non fiction literature provide students with practice in all genres with more than 200 practice prompts plus the newest test addition quote analysis assess writing quickly and confidently using the ninety reproducible student written responses to descriptive expository narrative and persuasive writing prompts that include rubrics and teacher notes and conform to your state s scoring system using either holistic or domain scoring explanations provided with the student samples

Foundations of Reading, Writing, and Proving Manish Joshi, 2025-02-20 Foundations of Reading Writing and Proving is a comprehensive exploration of the interconnected processes that form the backbone of effective communication and critical thinking We delve into the fundamental skills of reading writing and logical reasoning offering a holistic approach to mastering these essential skills We begin by examining the art of reading with comprehension and depth Strategies for extracting meaning from texts analyzing arguments and evaluating evidence are explored through practical exercises and real world examples Moving on to writing we provide a roadmap for effective communication Techniques for crafting clear and compelling arguments structuring essays and reports

and integrating evidence seamlessly are covered A significant portion is dedicated to the art of proving encompassing logical reasoning argumentation and critical thinking We delve into deductive and inductive reasoning constructing sound arguments identifying fallacies and assessing claim validity The emphasis is on practical application and skill development with exercises case studies and writing prompts designed to reinforce learning and encourage active participation Whether students looking to enhance academic skills or professionals seeking to improve communication abilities this book is a valuable resource Foundations of Reading Writing and Proving empowers readers to engage critically with information communicate effectively and construct persuasive arguments grounded in sound evidence *Ideas About Writing* Merrill Glustrom Ph.D.,2022-09-28 Ideas About Writing is an entry level text for community college and high school writing classes Everything about this book is practical not theoretical and designed to help your writing in school and career The method the book uses for organizing writing revising and editing essays can be applied to every essay you write And the skills you learn will help you for the rest of your life **ESSAY WRITING** Faloye Oyewale,2024-12-04 Access the Power of Effective Writing Whether you re a student striving for academic excellence or a professional looking to refine your communication skills Essay Writing is your go to guide for crafting impactful essays that stand out In this comprehensive guide Oyewale Faloye a human development expert with over 20 years of experience shares the tools strategies and insights needed to excel in writing Inside this book you ll discover Step by step guidance from brainstorming to final editing Techniques for structuring persuasive arguments Tips to develop a unique writing style Essential advice on avoiding plagiarism and maintaining academic integrity Packed with practical examples and hands on exercises this book is designed to help you write with clarity confidence and purpose Whether you re writing for school work or personal growth Essay Writing will equip you with the skills to make your essays compelling coherent and unforgettable **Essential Study Skills for Nursing** Christine Ely,Ian Scott,2007-01-01 Study skills are essential to nursing and the aim of this book is to provide you with an easy to use guide that will help you to develop the study skills necessary to your academic and professional life Qualitative Interviewing Herbert J. Rubin,Irene Rubin,2005 The 2nd edition of this work has been completely rewritten to add new examples to better integrate the presentation of topics Readers will see how the choice of topic influences question wording how the questions asked influence the analysis **How to Use Your Reading in Your Essays** Jeanne Godfrey,2018-08-08 Reading is part and parcel of academic writing and knowing which sources to include in assignments and how to go about this process can be challenging That s where this handy guide comes in With over 20 years experience in the field Jeanne Godfrey is no stranger to essay writing Taking students step by step through the process from choosing their sources to checking their work she helps students to develop the skills and confidence they need to use their reading effectively in their essays and get the best marks possible for their work Concise and practical it breaks down the why and how of using reading in academic writing and contains valuable guidance on paraphrasing comparing the views of different authors and commenting on sources This

book is ideal for students of all disciplines and can be used by college students undergraduates and postgraduates New to this Edition Part A contains new sections on how to target your reading remain focused and know when to stop reading New section on how to use reading in reports supported by short report extracts New two colour text design to enliven the reading experience and make the text more accessible

How To Write Coursework and Exam Essays Brendan Hennessy, 2014-02-21 Writing good essays is a vital study skill for all stages of education from GCSE to degree level This highly successful and thoroughly practical guide leads you step by step through the whole process including How to put your ideas into shape Making your essay coherent and giving it conviction How to think straight and argue well How to write a good introduction and conclusion Improving your style Editing and rewriting Now in its 6th edition this book has been thoroughly revised and updated to take account of feedback from teachers and students including the requirements of online research Use the techniques and exercises in this book to develop the originality and good writing that examiners look for and write essays of distinction every time

Essay Writing Made Easy Stephen McLaren, 2004-10 [Writing That Makes Sense, 2nd Edition](#) David S. Hogsette, 2019-11-05 The second edition of Writing That Makes Sense takes students through the fundamentals of the writing process and explores the basic steps of critical thinking Drawing upon over twenty years of experience teaching college composition and professional writing David S Hogsette combines relevant writing pedagogy and practical assignments with the basics of critical thinking to provide students with step by step guides for successful academic writing in a variety of rhetorical modes New in the second edition Expanded discussion of how to write effective thesis statements for informative persuasive evaluative and synthesis essays including helpful thesis statement templates Extensive templates introducing students to conventions of academic discourse including integrating outside sources interacting with other writers ideas and dialoguing with multiple perspectives Examples of academic writing from different disciplines illustrating essay titles abstracts thesis statements introductions conclusions and voice Expanded discussion of voice in academic writing including an exploration of active and passive voice constructions in different disciplines and tips on how to edit for clarity A new chapter on writing in the disciplines Updated sample student papers New readings with examples of opposing views and multiple perspectives

Refining Your Academic Writing Pat Thomson, 2022-12-30 Revision is often taken as a largely instrumental process which happens after the real work of writing is done it is an unavoidable and tedious process Refining by contrast is imaginative work it requires craft connoisseurship and courage and builds knowledge about academic writing purposes and practices Refining Your Academic Writing will help you complete your writing project and provides a reading revising and rewriting repertoire that you can adapt and add to It offers ways to think about revision and a basic tool kit which will help you to identify what needs your attention and why This accessible book draws on and extends some of the most heavily used posts on Thomson's popular academic writing blog Patter as well as tried and tested writing workshops Exercises and templates are grounded in research and theory on doctoral experience and academic writing The

wider context of academic writing is clearly explained and the terms used to describe text refinement build understanding while challenging taken for granted assumptions about revision editing and proof reading Written with a light touch this book is ideal reading for doctoral and early career researchers and provides strategies needed to support the writing revision process The Insider Guides to Success in Academia offers support and practical advice to doctoral students and early career researchers Covering the topics that really matter but which often get overlooked this indispensable series provides practical and realistic guidance to address many of the needs and challenges of trying to operate and remain in academia These neat pocket guides fill specific and significant gaps in current literature Each book offers insider perspectives on the often implicit rules of the game the things you need to know but usually aren't told by institutional postgraduate support researcher development units or supervisors and will address a practical topic that is key to career progression They are essential reading for doctoral students early career researchers supervisors mentors or anyone looking to launch or maintain their career in academia

Visual Writing Alex Baratta, 2010-07-12 Considering the fact that the academic essay continues to be widely used as an assessment tool within education there is a need for students to develop their skills in this area However it is often the case that students perceive instruction in academic writing if it is offered at all as boring This book addresses these two issues First the book can be used by students themselves even in the absence of academic writing classes as a self help guide from which they can develop their knowledge of academic writing and subsequent proficiency Second by discussing the components of academic writing in terms such as film which are familiar to today's generation students are enabled to relate to the material better and see what might have been perceived as dull from a brand new perspective Visual learners in particular will enjoy the analogous link between films and essays and students today are arguably more visually literate than previous generations being exposed to visuals on a daily basis through text message iconography computer games and the Internet The visual instruction provided in turn helps to facilitate mental visuals in students minds from which their knowledge of essay writing can start to develop

Essays and Dissertations Chris Mounsey, 2002 easy to follow methods on researching and writing essays clear broken down advice on gathering and developing information structuring and clarity time management printing and editing the final draft presentation deadlines excellent for exam practice makes a potentially dry subject fun

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Getting the Buggers to Write Sue Cowley,2004-11-24 A fully updated second edition of Sue Cowley s practical guide which provides a range of effective strategies for developing children s writing in the classroom Written with her usual practicality humour and optimism Sue Cowley guides colleagues through all the stages of teaching writing from motivating students to want to write through to helping them shape structure and correct their work This new edition contains two new chapters one which will be of particular interest to primary teachers and the other concentrating on ways of developing writing right across the curriculum

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