

“A Center Inside” Supplemental Materials C
University Writing Services Student Questionnaire

<i>Circle Your Program:</i>		COLLEGE PREP	ASSOCIATE OF ARTS
Student Name:	House (optional):		
Class or Instructor Name (if applicable):			
Provide additional context by answering some or all of the following questions: <ol style="list-style-type: none"> 1. Describe the assignment guidelines or expectations. 2. Are there rules you need to follow that are out of the ordinary or very specific? 3. Is there a certain tone that you wish to achieve? 4. Is there a target audience? In other words, who are the readers? Is there a particular demographic that you are trying to reach? 			
What is the expected page or word count for the project?			
What 2-4 concerns or questions would you like us to focus on? Some examples of major content concerns include thesis statement, organization, or meeting the requirements of the assignment. Other common questions might involve the introduction, topic sentences, transitions, clarity, or the conclusion.			
<i>Flip this questionnaire for a glossary of important and commonly used terms.</i>			

Notification of Turnaround Time: Because all correspondence between the Prison Program and University Writing Services must be hand transferred between the instructor and Saint Louis University’s North Campus, please be aware that the timeframe for feedback will be at least one week. Longer wait times may occur during federal holidays or university-scheduled breaks.

Glossary of Key Terms

Audience (also Target Audience or Demographic): *the people reading the document*

Depending on the project, readers may have differing needs and expectations; that is, the content might change depending on the reader (such as the instructor, the writer's peers, or someone unfamiliar with the topic). Also, the audience's **demographic** refers to a shared characteristic or group the writer wishes to specifically address (such as older males or young mothers).

Body Paragraphs: *the main text of the project, where major ideas are supported with explanations, examples, or sources*

Body paragraphs are different from introductions and conclusions (described below). Each body paragraph should be focused on one important idea at a time, and a new idea needs to be placed in its own paragraph. The first line of a new paragraph is usually indented a half-inch to show readers when ideas are changing.

Clarity: *how much the writer is understood by the audience, both in ideas and sentences (the two are related)*

Sentence-level clarity involves making sure that word choice, word order, and punctuation all help to convey an idea in the most logical, unambiguous way. Chances are, the more a writer can achieve sentence-level clarity, the better the likelihood the audience can follow the writer's ideas. A project's thesis and topic sentences (see below) are useful for determining whether or not the main ideas are stated effectively; however, the examples used to support and develop the thesis and topic sentences must also be carefully selected in order to ensure clarity.

Conclusion: *the last paragraph of a project, emphasizing the main point and its importance*

Ideally, the conclusion of a project will not merely restate the writer's thesis or topic sentences but will instead offer some type of purpose or end goal. What does the writer hope to achieve? There are several strategies writers can take in conclusions, such as posing new questions; suggesting a solution for one or more of the problems discussed; applying the main idea to some related area of importance; or discussing the effects of the facts and ideas of the project.

Introduction: *the first paragraph of a project, stating the topic and attracting the audience's attention*

An introduction gets the project moving, usually in a general way since it does not need to go into the same amount of detail as body paragraphs; rather, it is often most successful when written to be short and to the point. The introduction should provide basic facts to make the reader aware of the situation around the topic (also known as **context**), and it should attempt to get the reader involved in the issue.

Thesis (or Question): *1-2 sentences expressing the main idea, the central purpose of the project*

A thesis makes a claim, directly answering a question. However, in some cases, a thesis might be a driving question, something the writer seeks to answer later in the discussion. A thesis most often appears in the introduction of a project, typically near or at the end of the first paragraph, and it is developed, supported, and explained in the text with examples and evidence.

Tone: *the emotional quality or attitude of the writing (such as scholarly, humorous, or hostile)*

The overall tone in a written project affects the reader just as one's tone of voice affects the listener in everyday conversations. Through specific word choices and statements, the writer creates the tone of the piece, showing how the writer feels about the subject matter or even the audience. Awareness of tone (and having others read the work) is important because sometimes the writer's word choice might produce a tone that was not originally intended (for example, a statement coming across as confrontational).

Topic Sentence: *1-2 lines stating the main idea of each individual paragraph, like a thesis for that paragraph*

Each body paragraph is generally expected to have a topic sentence that should be very direct and clear to the reader, identifying the writer's point for that paragraph. For this reason, the topic sentence is usually the first sentence of each body paragraph (or perhaps the sentence following the transition).

Transitions: *connections between sentences or ideas, linking statements or paragraphs in a clear way*

In a well-written project, ideas relate to each other, and transitions show the reader how they are related (because those connections are not always obvious to someone else). Paragraph transitions usually appear as the first sentence of a new paragraph to show how the point of the new paragraph ties into the topic of the previous one.