

## COM 200 Chapter Four Worksheet

*The purpose of these worksheets is to provide brief application of the more important concepts in each chapter. You MUST read the entire chapter to be successful in the course! However, completing the chapter worksheets will prepare for you upcoming class activities and touch pad quizzes. You should have written responses to the questions offered ready to discuss with classmates and hand in if called upon. You can consult your worksheet when answering quiz questions.*

1. Our text (p. 59-60) discusses specific benefits (beyond increased knowledge of the topic) for doing secondary research. Rank order them for YOU—what will be most critical for you in COM 200 to get out of the secondary research efforts. \_\_\_ Methods \_\_\_ Ethics \_\_\_ Language and Style \_\_\_ Inspiration
2. Which Boolean terms narrow a search.
  - a) OR and NOT
  - b) AND and OR
  - c) NOT and AND
  - d) NOT and IF
3. Is exhibit 4.2 arguing for
  - a) narrowing your search as soon as you can
  - b) not narrowing your search so you have lots to choose from
  - c) progressively narrowing your search until your results list is manageable to review

Follow the link below to the APA basic tutorial on our Randall Library Website. Answer the next three questions based on that tutorial content. <http://flash1r.apa.org/apastyle/basics/index.htm>

4. What level heading do you use for “Introduction” in an APA paper?
  - a) Level One
  - b) Level Two
  - c) There is no heading for “Introduction” since it is assumed that every paper starts with one.
5. There are three guidelines for reducing bias in language. Which guideline is most likely violated in the following statement “Police officers answered interview questions regarding their efforts to maintain or restore their personal credibility in light of recent scandals about abuse.”
  - a) specificity
  - b) sensitivity to labels
  - c) acknowledgement of participation
6. Use what you’ve learned in the APA tutorial (especially slide 21) to complete Application Exercise 1: APA Style
7. What specific questions are emerging regarding research generally or your first research project or this course that you need to ask me about? Seriously, that’s part of why I’m here! ☺