

# UPDATE & CHANGE LOG

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## Updates

### December, 2023

- Addition of section 13.5 – Plain Language
- COMM1016 Tutoring information updated
- Minor updates throughout the semester to correct specific errors in sections 3.3, 9.4, 11.7
- Updates to heading structure to properly nest end of page Attribution & References on most pages

### September 1, 2023

View this version of the text (archived from September, 2023) in PDF for Print or Digital PDF format

- Third author added, cover image updated to Georgian template
- COMM1016 Tutoring information added to front matter of book – Fall 2023 pilot
- Section 1.1, exercise 2 updated – the link to file on Conference Board of Canada now requires a login, so the relevant information has been cited & referenced instead of forcing students to login – activity is the same
- Small updates to formatting of YouTube links (improves Print PDF)
- PDF files have been exported, streamlined, and added as links to the Accessing this textbook page, as well as the main page – default Pressbooks exports have been removed due to large file size) and replaced with compressed PDFs.

### April 24, 2023

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- Accessing & Using this textbook page enhanced and streamlined to include more

resources/links for students

- Note to educators added to For Educators (PDF) and Ancillary Resources for Educators (web book) pages
- Chapter 1 – section 1.4: Academic Integrity added
- Chapter 3 – minor updates throughout to indicate the need for/use of research in essay planning, outlining etc. Added links to later chapters for continuity.
  - Updates to writing samples: updated topics, in-text citation & references
- Chapter 4 – minor updates throughout to indicate where research would be included for academic writing. Added links to later chapters for continuity.
  - Updates to writing samples: updated topics, in-text citation & references
- Chapter 5 – Sample research essays in sections 5.1, 5.2, 5.3
  - Create/update PDF version of paper to demonstrate proper APA document format
  - Replaced existing samples with research paper examples in 5.1 and 5.2 (includes references/citations & APA document formatting)
  - Added formatting note to text-version of paper re: APA document format (enhances PDF version)
  - Section 5.1, 5.2, & 5.3 – Online essay links removed/updated (invalid links)
- Chapter 7 – Sample research essays in Sections 7.3, 7.5, 7.6, 7.7
  - Create/update PDF version of paper to demonstrate proper APA document format
  - Added indicators of where research supports the writing in sentence outline for section 7.5
  - Added formatting note to text-version of paper re: APA document format
  - Added Longer research essay sample (student work, used with permission)
  - Added sample Annotated Bibliography
- Section 8.3, 8.5, 8.6 – updated the sample resources to use openly licensed publications. Updates to PDF version to improve user experience.
- Section 8.16 – updates to the section that demonstrates APA heading levels for student comprehension
- Section 11.5 – updates to streamline the section
- Sections 12.2 & 12.3 – corrections to issues in quotes and semi-colon exercises
- Glossary of terms – Added to webbook
- Summary PPTs updated to reflect above changes
- PDF by chapter files updated

## December 15, 2022

View this version of the text (archived from Jan 2023) in PDF for Print or Digital PDF format

- Accessing and Using this text landing page created
- Replaced compare/contrast essay outline diagrams in section 5.1
- Changed/added existing content to Georgian Writing Centre videos in sections 8.1, 8.9, 8.12, 8.16
- Embedded PDF version of essay example in 7.2, text version added for PDF export
- Small updates for screenreader experience with text versions of H5P/writing activities throughout the text (identifying fill in the blank spaces, ordered lists)
- H5P activities added to Chapters 11-15
- Updated some headings for consistency/user experience
- Summary PowerPoint files added to “Ancillary Resources for Educators” in back matter
- Updated PDF files generated & posted.
- PDF format changes to improve readability/user experience:
  - Title pages amended for each chapter, to allow for the creation of individual PDFs by chapter
  - Answers to exercises changed to endnotes at end of each section/chapter, labelled Notes
  - Body text/font changed to a sans serif font
  - Underlined links removed
  - Headings made bold
  - Added glossary page to back matter of book (embedded in some chapters in web book)

## August 30, 2022

- Added custom book cover & relevant attribution
- Added section 8.16 – APA Document formatting
- Ancillary resources (Summary slides & quiz bank) created
- Interactive H5P activities added to several sections
- Text versions of H5P added to improve accessibility & offline/PDF user experience
- Work to streamline/improve PDF exports for Print & electronic access
- Accessibility and user experience updates throughout book

## February 25, 2022

- Original publication

# GLOSSARY

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## cheating

### **Georgian College's Academic Integrity regulations state:**

"Cheating is the use of inappropriate, prohibited, or unacknowledged materials, information aids, or misrepresentation in any academic work. The use of books, notes, online resources, electronic technology (including but not limited to calculators, cell phones, tablets, and voice and video recorders) and conversation with others is restricted or forbidden in many instances of academic work and would constitute cheating. Students may not request others (including commercial or free term-paper organizations) to conduct research or prepare any work for them" (Georgian College, n.d., 8.2.1).

## credential

What makes you an authority on the subject – usually education or experience.

## deck

Slide Deck: a group of slides. Also called a powerpoint, a presentation, or presentation slides

## fabrication

### **Georgian College's Academic Integrity regulations state:**

#### **8.2.2 Fabrication**

"Fabrication is the falsification or invention of any information or citation in an academic work or program documentation.

You must never falsify a record of any kind, nor permit another person to do so. Fabricating an academic record includes, but is not limited to clinical permits, criminal reference checks, co-op jobs, placements, employer or placement supervisor evaluation, or signatures.

False information may not be used in any academic work without the prior authorization of the faculty. It is considered misconduct, for instance, to analyze one sample in an experiment and invent data based on that single experiment for

several more required analyses. The actual and original source of the information must be acknowledged in a citation (Section 8.2.3 *Plagiarism*)" (Georgian College, n.d., 8.2.2).

### feedback

A dreadful echoing screech loop created by your mic picking up sound from your speakers

### fight or flight

An automatic physical response to fear or stress

### headshot

Small, well-lit photo of your head and shoulders, looking at the camera

### plagiarism

**Georgian College's Academic Integrity regulations state:**

"Plagiarism is the representation of another's words or ideas as one's own, in any academic work. Whenever students use words or ideas that are not their own when submitting scholarly work, they must cite their sources with an in-text citation, use quotation marks where appropriate, and include a list of references for the sources cited. Failure to do this constitutes plagiarism.

Students must not allow anyone access to the work they have prepared for evaluation, whether in a test, examination or assignment, etc. The student is the only one who should receive credit for what they know, unless prior agreement has been reached with the faculty that group work (and group credit) is allowed.

Self-plagiarism is the resubmission of previous work, or portions thereof without the permission of the current faculty. Students should be aware that plagiarism or self-plagiarism of any part of a work is an academic misconduct; there is no partial responsibility or penalty.

To avoid plagiarism/self-plagiarism, every source of information must be identified and properly documented according to an established writing convention determined by the faculty, for example; American Psychological Association (APA) style. Faculty have the right to request that students submit their work for electronic text matching" (Georgian College, n.d., 8.2.3).

## RSVP

Let someone know if you'll attend an event or not

## storyboard

A visual outline of your presentation

## team home

A place where all documents, files and decisions reside.

## Thinking on your feet

The ability to respond quickly and effectively to unexpected situations or questions.

## unauthorized use of AI tools

Unless your assignment, course syllabus or professor specifically states that you may use artificial intelligence tools to complete your work, you are not permitted to use them.

Artificial Intelligence tools include (but aren't limited to) ChatGPT, other chatbots, paraphrasing or summarizing tools, word switchers or other technological tools that generate, translate, or rewrite text or ideas for you. If you're not sure, please ask your professor.