

UPDATE & CHANGE LOG

Updates

August 16, 2024

- Updates to section 1.4 – Academic Integrity to reflect updated Georgian College policy
- Updates to front matter – Tutoring information
- Updated PowerPoint files – design to match textbook cover

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

cheating

Georgian College's Academic Integrity regulations (2024-2025) state:

"Cheating is the use of inappropriate, prohibited, or unacknowledged materials, information aids, or misrepresentation in any academic work. The unauthorized use of books, notes, online resources, electronic technology (including, but not limited to calculators, cell phones, tablets, voice and video recorders, and generative artificial intelligence (AI) (e.g., Chat GPT, Quilbot, list not inclusive) as well as conversation with others is restricted or forbidden in many instances of academic work and their use constitutes cheating. You may not request others (including commercial or free term-paper organizations) or any other form of unauthorized assistance to conduct research or prepare any work for you. In addition, you may not distribute or receive an examination, test or other course material that are not obtained with the permission of the professor."

(Georgian College, 2024, 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 (2024-2025) state:

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

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

academic credentials from other institutions, or submitting false information for the purpose of gaining admission or credits. An example of fabrication is making up data results for a lab or providing references which are not real."

(Georgian College, 2024, 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 (2024-2025) state:

"Plagiarism is the representation of another's words, computer code, design solution or ideas as your own regardless of how they are generated in any academic work. Whenever you use words, code, design, or ideas that are not your own when submitting scholarly work, you must cite your 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.

You must not allow anyone access to the work you have prepared for evaluation, whether in a test, examination, or assignment, etc. You are the only one who should receive credit for what you know, unless prior agreement has been reached with the faculty that group work (and group credit) is allowed. Therefore, publishing work on a public repository (ex. Course Hero) is prohibited.

Plagiarism of any part of a work is a breach of academic integrity; there is no partial responsibility. To avoid plagiarism, every source of information must be identified and properly documented according to an established writing convention determined by your faculty, for example, Georgian College Library Citation Guidelines, American Psychological Association (APA) style. Faculty have the right to request that you submit your work for electronic text matching and may ask you to submit proof of paper development, including your notes and drafts.

Self-plagiarism is the resubmission of previous work or portions of work from

another course or from the same course if you are repeating a course, without the permission of the current faculty. Self-plagiarism of any part of your work is a breach of academic integrity; there is no partial responsibility."

(Georgian College, 2024, 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. Georgian's Academic Integrity regulations mention the unauthorized use of AI tools (among others) in Section 8.2.1 - Cheating.

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.