

# **Guide to Writing a Career Research Paper**

**English 12**  
Mr. Monsen

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# Section 1 - Assignment Requirements

Read the assignments directions, requirements, and due dates listed below:

## **Assignment Directions:**

Thinking about your adult life and future career involves more than just daydreaming about large salaries. Many careers require years of schooling, certain training, and internships or apprenticeships. In an effort to become more acquainted with a career, you will write a career research paper.

For your research paper, you will select a career that interests you and write a detailed research report about your chosen career and its benefits. Your final research paper should be double spaced, typed in MLA format, and include a Works Cited page.

## **Assignment Requirements:**

- Paper must be four full pages (NOT INCLUDING WORK CITED), double spaced, and 12 font (Times New Roman)
- Paper must include multiple paraphrases and direct quotations
- Paper must include a clear thesis
- Paper must include a properly formatted Works Cited page
- Paper must be typed in MLA format

## **Due Dates:**

**Choose Career:** February 27

**Complete Research (Find Sources and Take Notes):** March 1

**Write Thesis:** March 2

**Outline:** March 2

**Written Introduction:** March 5

**1<sup>st</sup> Typed Draft:** March 11

**Final Copy:** March 13

## **Section 2 – Choosing a Topic**

1. Write a list of at least FIVE potential careers that you would consider pursuing in the future.
2. Now, write three reasons why you think each of the five careers would be good for you.
3. Next, narrow that list down to TWO careers that you consider best for you.
4. Then, do some research and find out the positives and negatives for each of those two careers left on your list.
5. Now, choose one of those two careers to write your paper about.

# Section 3 - Conducting Research

Find *at least* **FOUR** sources, whether it be an article from a reputable website or a traditional book and begin to read and learn as much as you can about your chosen career.

*Some things to consider when conducting research:*

**EDUCATION/TRAINING** - Research the type of education and training required to gain an entry-level position in this career. What type of school should you attend? What majors are a fit for this career? How many years of schooling do you need? What are some colleges/training facilities that provide the type of education required? How long is the program of study? How much will it cost for each program? Does it require an apprenticeship or internship, and if so, what are the requirements and when does this take place? What high school classes are recommended to take for students who wish to pursue this career?

**ADVANCEMENT AND SALARY** - Research the entry-level, median, and senior-level salary ranges for this career. What are they? What is required to advance from entry-level to senior level in the field? Is extra training or schooling required? Do you have to interview and apply for advancement?

**BENEFITS AND HAZARDS** - Research some of the benefits and hazards of working in this career. If there are no hazards, what are some of the negatives or downfalls?

# Section 4 – Taking Notes

Basically, there are three types of notes to use - **direct quotations, paraphrases, and summaries.** *We are just going to focus on the concepts of direct quoting and paraphrasing.* Below are their definitions:

**Direct Quotation** - Use the author's exact words as evidence. You must put these words in quotes because you are quoting someone else. Only use a direct quote if the author has said something really well and you cannot say it better. Be selective with direct quotations!

**Paraphrase** - Take an author's words and put them into your own words. Do not just change a few words and replace them with new ones (synonyms). A good way to do this is to read what the author has said, then turn the paper upside down and write the idea in your own words. If you keep coming up with the same thing the author said, you might want to consider making it a direct quote. Be careful of plagiarism. You could fail out of college for this one!

## What to do now?

Before you start taking notes from your sources, read the next three pages which outline what source cards are and how to format them.

# Source Cards

Creating source cards as you conduct your research is an excellent way to keep track of your sources. A source card is a 3x5 index card that contains a brief summary of your research and all the information you need to cite that source in your Works Cited Page.

You will have a separate source card for every single source you use. It is important to number each source card to help you keep track of your sources.

## *Front of Source Card*

On the front, write a brief summary in your own words to avoid plagiarism.

If you write anything word for word, be sure to place quotation around the text.

## *Back of Source Card*

**# (of source)**

Write out the citation in MLA format exactly as it is needed for your Works Cited page.

*On the next page is the information you need to write down for each type of source you may encounter. Two examples of source cards are also included.*

# MLA Citations

## Web Sources

### Entire Web site

Author's or editor's Last Name, First Name (if given). Title of Website. Version number, Name of sponsor or publisher, Date resource was created, URL. Date accessed.

### A Page on a Website

Author's or editor's Last Name, First Name (if given). "Title of Web page." Title of Web site. Version number, Name of sponsor or publisher, Date resource was created, URL. Date accessed.

### Article from a Website

Author's or editor's Last Name, First Name (if given). "Title of Article." Title of Web site or publication. Publication date, URL. Date accessed.

### Online Database Article

Author's or editor's Last Name, First Name (if given). "Article Title." Publication. All volume and issue numbers and year of publication. Title of Database, DOI or URL. Date accessed.

# MLA Citations

## Print and other Sources

### Book (One Author)

Author's Last Name, First Name. Title of Book. Publisher, Date published.

### Book (Two Authors)

Authors' Last Name, First Name, and First Name Last Name. Title of Book. Publisher, Date published.

### Book (Three or More Authors)

Authors' Last Name, First Name, et al. Title of Book. Publisher, Date published.

### Book with an Editor

Editor's Last Name, First Name, ed. Title of Book. Publisher, Date published.

### Interview

Interviewee's Last Name, First Name. Personal Interview. Date (day month year).



# Sample Source Cards

## *Back of Source Card*

1

Smith, Joe. "How to Wash Your Hands."  
Cleanliness Publications. Vol. 3, no. 4, 2017.  
Wiley Online Library, doi. 10:001723/how  
2738.

### **Source 1 - Online Database Article**

Author's or editor's Last Name, First Name (if given). "Article Title."  
Publication. All volume and issue numbers and year of publication. Title of Database, DOI or URL. Date accessed.

## *Back of Source Card*

2

### **Source 2 - Entire Website**

Author's or editor's Last Name, First Name (if given). Title of Web site.  
Version number, Name of sponsor or publisher, Date resource was created, URL. Date accessed.

The Purdue OWL Family of Sites. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl.  
Accessed 01 Dec. 2017.

## Section 5 – Writing a Thesis

A thesis is a specific, concise (to the point), and provable sentence that goes at the end of the introduction. This what you will be proving in your paper. It must be **bolded** to stand out and is the "backbone" of the entire paper. It is usually one sentence and comes at the end of the introduction.

*Use this sample outline to write your own thesis:*

Choosing a career in \_\_\_\_\_ proves to have many benefits such as \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ .

# Section 6 – Organizing Your Paper

Create an outline that explains how you are going to put all of your information into paragraphs (i.e. where you plan on using which direct quote or paraphrase) and this will help you organize your thoughts and make the "big picture" of your essay much more clear to you. Examine the sample outline below so you know what goes into each paragraph of this paper. *This sample gives a general idea of how you should organize your essay.*

## *Sample Outline*

- I. Introduction – Write your thesis here
- II. Body Paragraph #1 – Give a general description of the career you chose, including things like the title of the career, job description, and some job responsibilities
- III. Body Paragraph #2 – Talk about benefit #1 of the career you chose
- IV. Body Paragraph #3 – Talk about benefit #2 of the career you chose
- V. Body Paragraph #4 – Talk about benefit #3 of the career you chose
- VI. Conclusion – See notes on conclusions

Now, use the sample above as a guide to create your own *personal* outline, filling in specific information, like what is your specific career, what is your specific #1 benefit and what Direct Quotations and Paraphrases you will use in each paragraph. See the sample of a completed outline on the next page.

## *Sample Completed Outline*

- I. Introduction – Write out your thesis here
  
- II. Body Paragraph #1 – Background Info. On Career
  - A. History teacher
  - B. High School level
  - C. Teach students about American history
  
- III. Body Paragraph #2 – Benefit #1
  - A. Salary
  - B. Source card #1
  - C. Discuss importance of salary
  - D. Source card #4
  - E. Expand upon citation #4
  - F. Transition into next paragraph
  
- IV. Body Paragraph #3 – Benefit #2
  - A. Free time
  - B. Source card #6
  - C. Discuss importance of time with family
  - D. Source card #2
  - E. Expand upon citation #2
  - F. Transition into next paragraph

**NOTE:** This is only a partially complete outline. When making your own outline for your specific paper, be sure to do the whole outline. It will make life easier for you when you are writing your paper.

# Section 7 - Writing an Introduction and Conclusion

For the Introduction, use the Inverted Pyramid and be sure to put your thesis in **bold** as the last sentence of the intro.

## Inverted Pyramid Introduction

Start your introduction off in a general way – maybe use a fact or eye-catching statistic about the topic



Then progress to more specific details about the topic



**Finally, end your introduction with a specific, provable statement – this will be your “thesis”**

*For the Conclusion, you basically do the reverse of the Inverted Pyramid. I call it a Concluding Pyramid.*

# Section 8 - Citing a Source

Rule #1 - Always cite your sources!  
Plagiarism is a big deal!

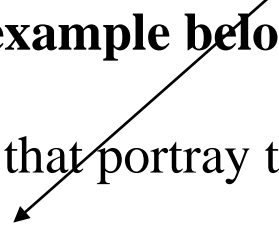
There are two basic types of Citations. There is the **Internal Citation**, where some of the information for the citation goes inside the sentence. Then there is the traditional **External Citation**, where the author's last name and page number go in parenthesis at the end of the sentence. Try to vary your citations by using mix of these two.

See examples of both below:

**Internal Citation** - John Smith from Newsweek expressed his concerned for the "overall lack of depth in the field of education" (3).

**External Citation** - "The overall depth in the field of education concerns me greatly" (Smith 3).

**Another Rule of Citing a Source - Put the period after the citation, not before it. See example below:**

Frost's use of symbolism creates images that portray the difficulty in the choices we make in life (Smith 3). 

# Section 9 - Works Cited Page

**This is where you give credit *again*. Follow these simple rules:**

1. Alphabetize the list of sources by the first word of the source (i.e. author's last name, title of the website)
2. Use Reverse or Hanging Indent (see example below)
3. Put the words "Works Cited" at the top of the page.

## **Reverse/Hanging Indent Example**

Smith, John. "The Art of Exploring the Field of Education".

*Newsweek*. October 2012.

*Notice, in the example above, the second line is indented, not the first. It is the opposite of a regular paragraph where you indent the first line. Instead, you indent every line **but** the first line in a Works Cited page.*

Last Rule of Works Cited - If there is no author name, use the title of the book or article or website when alphabetizing the sources.

***You can check the example of a properly formatted Works Cited page in the sample essay that I provided in the next section of this packet.***

# Section 10 – Formatting a Final Copy

Anita Vacation

English 12

Dr. Monsen

March 13, 2024

Name,  
course,  
teacher  
name, date,  
**all double  
spaced.**

Oedipus Rex - Bliss in Ignorance

Title – centered and only  
significant words in CAPS,  
**not bolded**

One of the most memorable and meaningful Socratic quotes applies well when in context of Sophocles' Theban Trilogy. "The unexamined life is not worth living," proclaims Socrates. He could have meant many things by this statement, and in relation to the play, the meaning is found to be even more complex. Indeed, the situation of Oedipus, king of Thebes, the truth of this statement is in question. Would Oedipus have been better off if he was blind to the knowledge of his birthing and the fate that was foretold to someday befall him? Truly though, his life would have been a far better and easier path had he never known about his true origins. **Oedipus and the people of Thebes would have been better off in the long run if Oedipus had not ventured out beyond the walls of Corinth.**

1”  
margins  
all  
around –  
12 font  
Times  
New  
Roman

Socrates had made this statement long after the creation of the Theban Trilogy. In the context of his own time, this was meant to imply that life must be examined and reflected upon, known and discovered by each individual philosopher to better enrich life for all. “Yet in terms of Sophoclean drama, specifically Oedipus Rex, this was meant in a way that the unexamined life was one that was in the dark, unknown as to what fate and irony of living” (Fuddle and Dede 212). Oedipus, up to the point of his comment in the tavern in Corinth, lived an unexamined life. To Socrates, he was an unfulfilled

The thesis statement *usually* goes at the end of the introduction, and is best if it is one, clear, concise sentence that is provable. It should also be typed in bold.

Here’s how you cite 2 authors.



man, one who deserved to know more, one who not complete. He was much less  
metaphysical sense, Oedipus' life was complete, in that he had all that he needed, and was living  
a happy and fruitful life. As the drama progresses, he finds out more about himself, learning exactly  
what the implications of his birth was, he suffers the fate for examining his life. John Chen  
explains what Socrates had meant when he explained that the life which was not rich with self  
exploration and reflection was not worth living, was indeed different than its application in terms  
of Oedipus, who's life was unexamined, yet complete (214).

Header with last name and page number on every page but the first!

Only put the page number at the end, if you include the author's name in the citation. This is called an internal citation.

Notice no comma after author's name and a **period** follows the citation.

The question arises, what would life have been like, if Oedipus had not discovered his true origins? If he had stayed in Corinth, would this have ever happened? We find that indeed, we would have had no story, if not for that lone comment of a drunkard that sparked the fire of rebellion in the young prince Oedipus (Chen 26). He ventured out to Delphi, to pry knowledge of his background out of it, and to discover if this was indeed the truth, despite the fact that his adopted parents of Corinth had assured him of its falseness. Oedipus leaves Corinth, fulfilling the Socratic idea of the unexamined life. However, we must evaluate the eventual consequences of his actions and the implications that they possess. What becomes of his fateful journey out of Corinth leads to the downfall of an entire city and family line. If he had not murdered King Laius, the Sphinx would have never descended upon Thebes, he would have never fulfilled the prophecy, and all would have lived on in a relative peace and tranquility (Walter xii).

As stated in *The Questions in Oedipus Rex*:

Once examining these aspects of the relationship between the quote and Oedipus Rex, we can come to a final examination of its implications. The question which was addressed, that of the value of the examined life, can be answered. Indeed, if Oedipus had not ventured beyond the protective walls of his adopted home, would anything such as what occurred in the play ever transpire? If Oedipus had not pursued that answers to the mysteries that plagued him, despite the pleading warnings of Jöcasta, in fact

Title mentioned in introduction. Need page number only at the end of citation. Use colon after introduction.

Long quote—notice single spaced and indented 10 spaces

A long quotation must be four lines or more. You do not need quotes around a long quotation.

his life would have been contented ~~and happy~~. Instead, he follows the Socratic method of exploration and discovery, and proceeds down the path of pain and distraught (920-921).

If indented, you don't need quotation marks.

Was, after it was over, all worth it? We find that no; it was not. Being content and suited with what he knew of himself would have saved Oedipus and his children/siblings much agony. However, in the typical Greek tragedy, we must see his fall from grace through, which is indeed what happens.

In the bliss of ignorance, much pain and difficulty is averted. For what worries does the ignorant man have? In the case of Oedipus, ignorance would have suited him fine. The Socratic quote "the unexamined life is not worth living" certainly doesn't hold true in the case of Oedipus Rex ("Oedipus Rex" 45). While it may hold importance and a substantial meaning for our own lives, in the case of Oedipus Rex, he would have been better off without it. Indeed, for while the unexamined life is poor in a metaphysical sense, Oedipus would have truly been fine without it. For the unexamined life is a simple one, and he would have lived a long and happy life, never discovering the true nature of his birth, nor even caring.

Put the title of the article (in quotes) if there is no author

**Works Cited** means you list the research you have directly used in your paper.

It called a "Words Cited" page. Do not title it "Works Cited Page".

Works Cited

Chen, John. "Oedipus Rex: The Myth. <http://www.members.aol/annie/oedipus.html>

(January 2001).

Fuddle, Ermus T. and Charles Dede. *Classical Greek Literature*. California: Macmillian Press, 1976.

Reverse Indent/Hanging Indent, not the same as a regular indent. It is the opposite!

"Oedipus Rex." *Encyclopedia Americana*. 1980 ed.

Walter, William, ed. *Plays of Sophocles*. California: Macmillian Press, 1976.

Zebub, B. L. "The Questions in Oedipus Rex." *Literary Criticism*. New York: McGraw and Hill Publishing Company, 1967, 290-297.

Notice that the list is alphabetical by last name first and **not** numbered

Must be periods after name, articles, title and at the end of the source information.

**Even the Works Cited page is double spaced.**

# Section 11 - Evaluating Yourself

Look at the Career Research Paper Rubric below and review each category that I will be grading closely. Then evaluate yourself using the “Self-Editing Form” on the next page before submitting your paper.

## Career Research Paper Rubric

	5	4	3	2	1
<b>Language/Sentence Structure</b>	Language is sophisticated and sentence structure is excellent	Some use of sophisticated language and sentence structure is good	Uses sophisticated language at times and basic sentence structure	Little sophisticated language used, and sentence structure is weak	Below average language/vocabulary and sentence structure hurts comprehension of material
<b>Thesis/Focus</b>	Essay completely proves thesis and stays focused throughout	Thesis is proved and maintains a focus	Thesis is somewhat proved and there are moments of focus	Thesis is barely addressed, and essay lacks focus	Thesis is not addressed or proved at all and essay has no focus
<b>Citations</b>	All citations are used correctly. Uses a variety of citations (Direct Quotes, Paraphrases, etc...)	Most citations are used correctly. There is some variety in types of citations	Many citations are used correctly. Little variety in types of citations	Some citations are used correctly. No variety in types of citations	Citations are incorrect/No citations
<b>Organization and Development</b>	Essay is well developed and organized into successful paragraphs	Essay is developed and organized into paragraphs	Essay is somewhat developed and organized	Essay is unorganized and hard to understand	Essay is completely unorganized and unreadable
<b>Format</b>	Essay is completely formatted correctly	Very few mistakes in formatting of essay	Some mistakes in formatting	Many mistakes in formatting	Essay formatted completely wrong

**\*\*\*If no WORKS CITED page is included with the paper, the grade = 0%**

\_\_\_\_\_X4

**Comments:**

**Final grade= \_\_\_\_\_**

# Self-Editing Form

<b><u>ORGANIZATION</u></b>	YES	NO
Is there a title?		
Are paragraphs used? Is each paragraph indented?		
<b><u>INTRODUCTION</u></b>		
Is there an attention getter in the first sentence of the paper?		
Does the author include background information informing the audience about the topic ? (2 <sup>nd</sup> paragraph of the essay)		
Is there a thesis statement?		
Is the thesis statement bolded and the last sentence of the paragraph?		
<b><u>BODY PARAGRAPHS</u></b>		
Is there a quotation and paraphrase in every body paragraph?		
Does each body paragraph provide at least two examples that support the topic sentence?		
Is the evidence cited properly?		
After the quote, is there some sort of explanation of the quote and how it relates to the topic sentence?		
<b><u>CONCLUSION</u></b>		
Does the writer restate the thesis?		

## **LASTLY, CHECK FOR:**

Contractions (don't, won't, he's, can't, should've, etc.)

Slang (wanna, coulda, gonna, etc.)

1st and 2nd personal pronouns (I, me, we, you, your, you're)

Numbers 1-10 are spelled out and numbers 11 and higher are written as numbers

Spelling errors

Grammatical error