

CENTRAL TEXAS COLLEGE

Hospitality Programs

Academic Writing Standards

(Revised 8/04)

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Hospitality Academic Writing Standards

- 1) The following MLA writing standards applies to all Hospitality courses.
 - a) Papers must be typed, double-spaced and spell checked.
 - b) Papers are generally 8 to 10 pages in length, as required by instructor.
- 2) Writing standards can be used for standard research papers, purchasing plans, marketing plans, etc.
- 3) The format of the paper is:
 - a) Cover Page (containing, title, your name, professor's name, course number, course title, college name, and date of paper). See attached example.
 - b) One-page executive summary (summarizing the entire paper).
 - c) Body (organizing of paper must be in proper sequence).
 - d) Theme; Issue or Main Point (stated in 1 or 2 paragraphs).
 - e) Discussion (logical presentation, 75% of paper).
 - f) Conclusion or Outcome (every paper must have).
 - g) Bibliography, Footnotes, or Works Cited.
- 4) Use of the attached Academic Writing and Report Standards may offer further assistance.

The Process of Writing

PLANNING:	Gather ideas and think about focus.
SHAPING:	Organize material.
DRAFTING:	Write ideas in paragraph form.
REVISING:	Evaluate material and rewrite.
EDITING:	Make corrections; check grammar, spelling, punctuation, and mechanics.
PROOFREADING:	Read final copy and check for typographical errors.

Elements of Writing

TOPIC:	What you are writing about.
PURPOSE:	Your writing purpose in this situation.
AUDIENCE:	Consider who your audience is.
REQUIREMENTS:	Consider time constraints and length of paper.

Thesis Statement

SUBJECT:	Topic of discussion.
PURPOSE:	Essay's purpose and information to inform to persuade.
FOCUS:	Point of view.

Outline

Thesis Statement

- I. First main idea
 - A. First subdivision of main idea
 - 1. First reason or example.
 - 2. Second reason or example
 - a) First supporting detail
 - b) Second supporting detail
 - B. Second subdivision of main idea
- II. Second main idea

Rudolfo Anaya's Bless me, Ultima:
A Microscopic Representation of Chicano Literature

S A M P L E

By

Your Name

Professor John Doe

MLA 101

MLA Formatting

Central Texas College

July 27, 2004

EXECUTIVE SUMMARY

ISSUE:

DISCUSSION:

CONCLUSION:

(MUST MEET THESE REQUIREMENTS!)