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Briefing papers, which are often used in the public sector, are brief documents that include summaries of a particular topic and the proposed course of action to act with it. In a business environment, a briefing document can be used by an executive assistant to inform the CEO of an issue to be discussed at the next board meeting. In this case, the CEO may want to know the background and context of the issue and the next steps, so that he can discuss details with board members. If you are looking to write a briefing paper for someone in your business, be sure to keep it precise and short. As the name suggests, the briefing papers were supposed to be short. Typically, you need to keep your article at the bottom of two pages to allow it to be read and absorbed. The purpose of the briefing document is to inform the recipient of a complex issue, to provide a high level of context and to add recommendations on what to do next. This helps him to make the necessary decisions or be aware of important points to complete related tasks. Briefing papers are written in clear and plain language and often include bullets instead of dense paragraphs, so they can be tised. Add the name of who you typed the briefing document for, the current date, and the subject of the top briefing note. Many briefing notes begin with a Purpose section that is used to determine the cause of the note. This helps warn the reader why this information is important to them. The purpose of this document is to inform the president of the details of the police incident at our Saint Louis office on September 3. Since it's become national news, the president can take questions from members of the media. Alternatively, some briefing notes begin with a Issues section where you can add issues that need to be resolved at hand. You can note the body, content, or background of the briefing article, and the relevant information that the reader should pay attention to should include a section on Important Considerations. Considerations: The perpetrator is not an employee of this company and has never been. He acted alone in our facility without anyone's help. When employees opened safe doors, they did so under pressure and according to safety procedures. The three employees will be decorated by the Saint Louis police department for their courage in controlling the perpetrator. Next, in the Next Steps section, outline the proposed action route. Here you can add possible results and scenarios based on existing solutions. Some briefing papers also include Speech Notes. Here you can add specific points that the reader should address if they are speaking or holding a meeting on the subject at hand. Writing a speech that they should read, it is better to add short item points with topics they should mention. This will help them to explain the topic in their own words. At the end of your briefing document, add your contact information so the reader can easily reach you if you have any questions. A form of white paper, a product paper, focuses on a single custom product offered by a company. Companies typically use white reviews to advertise a new product or upgrade to an existing product. However, the product paper should not read like an advertisement. Instead, it's read like a briefing page that helps consumers solve their problems. The product you offer will solve this problem. Identify a potential problem or problem that the product will solve for your audience. For example, Snuggie, a blanket with weapons, solved a very simple problem: people could not have a blanket over them and use their arms exactly at the same time. The complexity of the problem doesn't matter. Create a title that attracts the attention of your audience. Talk about the problem at the beginning of the product paper. Don't mention the product right away. At first, focus on your audience's problem and why it needs a solution. Put factual information about how to solve the problem you are identifying. This information should support the use of your product, but it does not need to be specifically mentioned by your product. If possible, add external resources to add reliability for this research. Sort the various ways in which your product can solve the specific problem of the target audience. Don't use ad language. Stay on your product paper with simple truths. Add information about why a particular product offers a better solution than similar products on the market. Add features and benefits that distinguish your product. Finalized the product document by resining why your product is the best option to solve the audience's problem. If you're an online college student, you'll probably need to write at least one college-level research paper before graduating. Writing a good research paper can be daunting if you've never done it before. We're here to help. We'll tell you how research works and sort out the basic steps you need to write a powerful research paper. Research writing may be a challenge, but a bit of practice and patience can become an important part of the academic and professional arsenal. Directs listeners to the topic. Notifies the audience of the topics most relevant to the topic. He strongly defends in favor of the thesis. Master the subject and displays this mastery for the audience. It interests the audience as engaging - and even fun to read. The most important part of a research paper (Surprise! Surprise!) If we divide the process into three broad stages, the research department will take up most of your time. Getting a strong command in your topic allows you to edit, write, and correct more effectively. Phase 1: Research — Get familiar with the subject by finding, reviewing relevant sources, recording its main arguments and important citations, recording your unprocessed thoughts on the subject, and specifying primary evidence and objections. After this preliminary review, identify and thoroughly investigate the resources that require your most attention. At this stage, select, survey and scan the topic. Phase 2: Writing — Are you ready to write your article only after reviewing your subject and supporting your feedback with relevant and defensible data, and only after you have outlined your thoughts? This phase can be divided into three basic steps: writing your thesis, creating an outline, and combining your research. The thesis and outline can grow and change as you write, but this should still give the paper a sense of purpose and order. In the draft phase, you outline your thesis by adding evidence, explanations, and arguments that underline it. Phase 3: Review — After the first draft, correction, revise, and re-complete as needed. Correct errors in spelling, grammar, and resource usage. We also look for gaps in argument, reciercy, strange phrasing and other errors of flow or thought. Connect unresolved ideas and correct the style of your paper and make it readable, concise, comprehensive, persuasive and interesting. Don't be afraid to write a few drafts. You will want to start by gathering, organizing and understanding the knowledge on the subject. To do this, you need to take three basic steps: Select, survey, and scan the topic. First: Select a Topic If your instructor assigns you a specific topic, go to step two. Otherwise, be careful when choosing the topic below. Find a narrow focal point. Don't bite more than you can chew. Select a subject that lends itself to a central argument. The most effective research writing advocates a specific position within a topic area discussed. Choose a topic about both your setup and your interests. You will do your best work on an inspiring topic that suits your passions. Make sure that relevant information is sufficiently available, accessible, and plentiful. Check GoogleScholar or check a similar search engine. Your search results provide a tip about the amount of useful supporting material. Choose a scientific topic, or at least a topic that can be explored from a scientific point of view. When writing about something close to your heart, make sure you can support an academic argument. Second: Review Topic You start digging very deep, you do a broad examination of the area. You're tired of it, and you don't want to put 300 pages in a book before you realize it. Start by gaining a general familiarity with your subject. Find simple summaries and make sure you have enough skin to guarantee your ongoing research. Below are a few good ways to get started. Read encyclopedia and dictionary entries (including Wikipedia and other popular outlets). Using the search engine, scan through titles, keywords, and summaries. Skim websites on the subject. Read the relevant abstracts — opening paragraphs that usually provide a summary of academic papers. Read the introduction, preface, or content table of related books. Read similar summaries about SparkNotes, CliffNotes, or your topic (but we strongly recommend that you don't use them as the actual source. Such Notes are for input purposes only). Third: Scan the topic After selecting and reviewing a topic, you can take a deeper dive. Find the main view on the subject, identify key sources, read them in depth, record their main arguments, record important citations, and record your unprocessed thoughts on the subject. Use what you've learned in your survey to find important positions or claims that deserve further investigation. Dig these key positions here on the ground! think of them as giant targets. Choose scientific books and articles based on non-academic/non-academic sources. In favor of evidence agreed by trusted parties. Search for first-hand accounts and primary documents instead of secondary

reporting. Keep a record of key locations, arguments, and evidence related to your topic, including citations and page numbers, in your notes. (You'll need these for your reference page!) Speaking of which, the source information should include the author, the title of the text, the text print, the city and status of the publication, the copyright date, and the specific pages you mentioned. Although a URL (and sometimes a import date) is called, pages are generally not required for online resources. The formatting style of your citations and bibliography depends on the professorship characteristics. For specific tips on using important formatting styles such as MLA, APA, and Chicago, see the relevant style guides. Once you've done your case study, start writing your article. You have three tasks ahead of you: write a dissertation statement, outline your article, and write your first draft. First: Create Thesis Statement Your thesis statement is a single sentence indicating the big idea you want to communicate. It should be relevant and cut to the heart of the research project. Use your thesis expression to specify your primary argument and the primary points that support your result. Thesis should be ... Understandable, debatable, defensible, and Concise. Second: Create an Outline Create a short skeleton of your paper. A typical outline contains three to five lines of evidence that support your thesis statement and big idea. The outline should also clarify any major allegations as well as state some counter-opinions that will address it. You should make the rest of the paper easier to write a good and detailed outline because you will already be organizing your thoughts. The first draft should develop these thoughts and present them in a readable context. Third: Write the First Draft with a strong thesis and a well-organized outline, it should be much easier to create the first draft. If your thesis is the backbone of your paper and the outline is the rest of the skeleton, then the first draft puts some flesh on these bones. The thesis and outline can grow and change as you develop the draft but it should still give the paper a sense of purpose and order. During the draft phase, you examine your thesis in detail and uncover the skeleton you built on the outline. Here, you'll want to focus on the following elements: Definitions and descriptions, explanatory sentences, including connecting and transition sentences, directing readers to follow your train of thought from one section to another, highlighting and interacting with comments from experts, such as metaphors, illustrations, paralyses, allegors, and analogies, that can help the reader better understand abstract or complex ideas. . and argumentation and evidence, underlines the thesis with evidence that can be proved. Now that you have the first draft, it's time to refine the composition. Fix for preventable errors, do a full editorial review, and review as needed. The review phase is extremely important and should not be glossy on it. This is an opportunity for quality control. First: Proofread read through paper for preventable errors. See the following topics: Bad formatting, Run-ons, fragments, and devious sentences, Redundancy, Typos, Grammar and syntax issues, Bad word selection, Length and range issues, Argument Holes, Unnecessary tangents, and Misleading titles or headings. And of course, you'll want to make sure you meet all the criteria your instructor has set. This is a good time to review the original assignment prompt to make sure you follow the word count, style guide, formatting, and topical requirements. Second: Edit after correction, review your work at a deeper level. Perhaps the argument needs to be changed or its evidence sorted differently. Such changes can lead to a significant rewr overwry or just a few quick tweaks. Before you submit your completed work, be sure to produce a well-organized, readable, focused, consistent and supportable composition. And your thesis is well expressed at the beginning of your article and well supported to the end. Third: If review paper requires a significant overhaul, you may need to do more than a quick edit. If your thesis is not defensible, your evidence is not based on review, or your argument can be easily dismantled, you may need to take a step back and consider a complete rewrite. This is a great point in the process to invite a trusted third party (whether a classmate, teacher, or parent) to read your drafts and provide feedback. Another set of eyes can be a great way to identify and solve the basic flaws in your research or composition. And if you need to make a major overhaul, turn, rinse, and repeat during the entire Review phase. That's what a great research paper requires. Now that you know the basics, it's time to dive into your research and start gathering information. Happy summer! Last Updated: 23 March 2020 2020

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