

BBM301 ORGANIZATIONAL BEHAVIOR - EXTRA CREDIT INFORMAL ESSAYS

INFORMAL ESSAYS:

TOPIC: You may only select from the list provided in class

TOPIC SENTENCE: Shall include the actual topic selected (see "TOPIC" above)

DEFINED: An informal writing which discusses a particular event, situation or problem paying more attention to the facts than to the your understanding of them (see "WRITING SUGGESTIONS").

REQUIREMENTS:

COVER PAGE: Include course number, course name & your name

BIBLIOGRAPHY: Include at least three valid references (not from the Internet)

LENGTH: Must be at least five (5) full pages not including cover page or bibliography

CITATIONS: Only required if specific quotations are used (they are NOT required)

QUOTATIONS: ALL quoted passages shall be set off using "quotation" marks

FORMATTING:

LINE SPACING: Double space all paragraphs and new paragraphs

FIRST LINE: Indent the first line of each new paragraph

FONT: Only use 'Times New Roman 12' or 'Calibri 11' or 'Arial 10' (these are usually defaults)

BORDER: Standard 1.25 or 1 inch borders both sides & top

TITLE & NAME: Include on the cover page only

WRITING SUGGESTIONS:

Since this is an informal writing assignment, the rules of formal research and report writing do **NOT** apply. Here are a few suggestions and ideas that may help you complete the assignment:

ORGANIZATION: Although informal, it should be very well organized for readability

EXPRESSIONS: Colloquial expressions, phrasal verbs, idioms, etc. are permitted

VOCABULARY: Keep it simple. That is, take a simplistic approach to writing

SENTENCES: Try to use a series of short sentences in each section or supporting section

LANGUAGE: Use emotional language, well known quotations, even over-generalizations; also include personal examples if you have any