

A Suggested Process for Concise Writing

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Abstract

The primary purpose of my article is to facilitate students' understanding of concise writing. The principle of conciseness is vital not only for the readers' views but also for the writer's objective. Most students know the English grammar rules and memorize subject-verb agreements as well as knowing unusual noun forms such as the plural form of criteria, and it has singular of criterion. Additionally, most of the English composition and grammar textbooks are written for teaching grammar and correct English word spelling. Consequently, some students may lack the proper training to form one succinct English paragraph. Not only the purpose of this paper is the development of a structurally sound sentence for conveying meaning, but also to shed some light on the process of composing one concise English paragraph.

Additionally, I would like to diminish the agony of the writing process for some of my students, and I am liberated from the fear of writing process, which I had when I was around ten years old. A well-defined process is a prerequisite for good writing. Concise writing is a process.

Keywords: Fragmented responses, concise writing

Introduction

English teachers advise their students to compose responses for homework assignments in the format of introduction, body, and conclusion. Yet, some students would need more guidance to be more competent with their responses. This paper intends to provide additional steps to assist students in learning the process of writing academically and gain confidence in their ability to reasonably composing essays. Some readers may find the few initial steps and paragraphs simple, though that simplicity is by design, and advanced examples will be introduced gradually. While writing for some students is a difficult task and daunting assignment, other students enjoy composing reports and consider that task as an unthreatening assignment. If you are struggling with your writing assignments, the following simple tips could benefit you by converting a threatening writing task into a simple job. Additionally, you can diminish the fear of writing by reviewing and reading your paper aloud to yourself. With your final editing, check your essay before submitting it and answer these questions: 1) does the article include suitable words for expressing the main idea? 2) do the sentences reflect the main opinion? 3) did you accidentally insert "Orphan" sentences? 4) does the essay entice the reader's intellectual engagement? 5) does the report convey the main idea? 6) does the sequence of sentences support the conclusion? 7) does the response cover all elements of the question? To convince yourself that you could master English scholarly composition, ask yourself when William Shakespeare was 5-year old, was he a good English writer? (Shakespeare, 2019). The answer is unequivocally no, and he had to learn the process of English writing. Let's remember that none of us is a born expert in writing English essays. Hence this report could be useful to a few students. However, I would caution you that neither grammar nor punctuation rules will be addressed. This report intends to illustrate the process of composing one English paragraph, which you could use as a guide to construct a full paper. For writing effectively, students need the training to learn the process of sentence mindfulness. Borrowing the definition of mindfulness from Pagnini, Bercovitz, and Langer (2016), mindfulness is the process of noticing new things among sentences for promoting a concise response to the demand of writing one English paragraph. The principle of conciseness is vital not only for the reader's views but also for the writer's objective.

Furthermore, according to APA (2020, p. 125) "Good writing is a skill learned through practice." And Strunk & White (1959, p. xiv) declared, "vigorous writing is concise." Now, let's begin with a fragmented homework response and then use a chronological sequence to discover the process of converting it into a sensible answer. We start with an imaginary short homework response for describing the suffering of my dog from flea bites. This response has a few sentences while using the "MEALS" acronym (description follows) for describing the pain of my dog during a hot summer day. If you want, you could emulate the same process, or you could expand its structure or modify it as you desire.

A Fragmented Example

Let's assume we have the following fragmented homework response:

My dog is cute. He barks most of the night. A lot of children love my dog, and they touch him gently. Most of the children enjoy playing with my dog. If you purchase

sprays for killing fleas from a veterinarian, that will help. It has fleas. Bourne et al. (2018) discussed the dangers of fleas on dogs. Bourne et al. (2018) recommended purchasing flea sprays from a veterinarian. The ingredient would be more useful for killing fleas. It is more concentrated than off the shelf products.

As an assisting instrument for writing, I will use the word “MEALS”, and it is an acronym for M = main point, E = evidence, A = analysis, L = literature review, or logic, S = synthesis. Regarding the above group of sentences, we can relate them to the acronym “MEALS” as follows:

Main (M): My dog has fleas.

Evidence (E): Sprays for killing fleas.

Analysis (A): The dangerous of fleas.

Logic (L): Effective ingredient for killing fleas.

Synthesis (S): Purchasing flea killer from authorized dealers.

You may ask, why do we use the word “MEALS”? The answer is to guide us while composing a response to an assignment. The acronym “MEALS” is simple to remember, and you could use it as a guide for producing your written responses. The explanation for the abbreviation “MEALS” is as follows:

M: Every paragraph should have one main idea, and you could insert additional sentences to expand the main idea.

E: Your main idea needs support, either in the form of evidence that buttresses your argument or examples that explain your idea. Without supporting evidence, your concept does not warrant a complete paragraph.

A: Analysis is your strongest point for convincing others of your idea. You can support your opinion by quoting other authors. However, when you quote other writers, you give them more credit, but if you paraphrase what you need to quote, that will credit you more than the original cited authors.

L. You need to link and connect your sentences in a logical flow to help your readers following your train of thought. When your writing logically flows, that will assist your reader in understanding the justification of your argument. Additionally, you need to provide a few peer-review recent articles supporting your claim. Creating a link and including recent peer-review articles will assist your readers in evaluating and understanding the logic and the organization of your paper.

S. Synthesis is where you pull together many ideas contributed by the sentences and rearrange them into a thoughtful summary of your topic.

A Defragmented Example

Let's rearrange the above dog pieces via defragmented of the homework response:

Though my dog is cute, he barks most of the night, and despite his fleas, yet most of the children enjoy playing with my dog, and they touch him gently. For saving my dog the pains from flea bites, I spray flea repellent regularly, cleaning the backyard could eliminate them and give my dog a good chance to be flea free. If I purchase sprays for killing fleas from a veterinarian that will help my dog. Concerning insects, Bourne et al. (2018) discussed the dangers of fleas on dogs, and he recommended to purchase flea sprays from a veterinarian. If I buy sprays for killing fleas from a veterinarian, the ingredient would be more useful for killing the fleas since it is more concentrated than off the shelf products. I want to remind you that Birkenstein and Graff (2018, p. 107) provided an image of linking one sentence to its surrounding sentences. They advised their students to establish a connection and flow of a written essay, to think that each sentence has two arms. One arm reaches the last backward sentence, and the other arm reaches the forward sentence (see figure 1).



Figure 1

Let's put the above paragraph into a table using the word "MEALS."

Item	Text
Main point	Though my dog is cute, he barks most of the night, and despite his fleas, yet most of the children enjoy playing with my dog, and they touch him gently.
Evidence	For saving my dog the pains from flea bites, I spray flea repellent regularly, cleaning the backyard could eliminate them and give my dog a good chance to be flea free.
Analysis	If I purchase sprays for killing fleas from a veterinarian, that will help. Concerning insects, Bourne et al. (2018) discussed the dangers of fleas on dogs.
Logic	Purchase sprays for killing fleas from a veterinary practice.
Synthesis	The ingredient would be more useful for killing the fleas since it is more concentrated than off the shelf products.

Your response to an assignment must be in an argumentative format and clear from ambiguities that could alter your intended meaning (APA, 2020, p. 186). As an English writer, you have tools that you could utilize to construct sentences for describing

your thought and persuasively responding to others. Among these devices are “They say... I say”, “Transition,” “Though ... yet”, and “Preposition phrases.” These tools are consistent with the accepted convention of scholarly writing, and the following examples illustrate the usage of these tools.

They say... I say:

Birkenstein and Graff (2018) introduced the argumentative phrase, “They say... I say,” which relates what other researchers reported then followed by what at least another investigator claimed or what your research concluded. Regarding the prior dog paragraph and in the context of “they say... and I say”, we associate, “they say” with “Bourne et al. (2018) discussed the dangers of fleas on dogs.” And, we associate “I say” with “If I purchase sprays for killing fleas from a veterinarian, the ingredient would be more effective for killing the fleas since it is more concentrated than off the shelf products.”

Transition:

If we reexamine the previous defragmented example for identifying the transition from one sentence to next, we could spot the first transition from discussing flea bites to killing fleas per the recommendation by Bourne et al. (2018).

Though ... yet:

Though my dog is cute, he barks most of the night, and despite his fleas, yet most of the children enjoy playing with my dog, and they touch him gently. Though ... yet are used for associating two conflicting sentences, “my dog fleas” could harm children, and “children love my dog.”

Preposition phrases:

Bell (2008, p. 69) stated that a preposition phrase is usually placed next to whatever it is describing. For example, for saving my dog the pains from flea bites, I spray flea repellent regularly, cleaning the backyard could eliminate them. The preposition phrase is for saving my dog the illnesses from flea bites. Taking a closer look at the previous paragraph, we could detect many signposts to carry the reader through the text. For example, ‘for saving my dog the pains from flea bites’ alerted the readers regarding the impact of fleas on my dog.

Anonymous students writing samples:

Some students submitted disintegrated structured reports; for example, one student wrote: “It will be challenging to carry out business with different countries. The partners may have different attitudes towards the company. It will be challenging to know and have a good understanding of the cultures practiced by the trading partners.” Another student wrote: “This is not a pristine thing. Modern transformation has continued for quite some time. It's just that it is based on multiple phases.” And the last sample is “The modern uprising will continue. The powers are extremely innovative, like gravity.”

Another student used an example of mismatching a subject with its verb: one student wrote, “However, the implementation of different policies has (the student used

have) been influenced or somewhat affected by different developments.” According to Bell (2008), if a word followed “of,” then it is not the subject of a sentence; therefore, the word implementation is the subject of that sentence, and it is singular.

Another student formed paragraphs using unrelated sentences, as follows: “Complex data advancements license quick correspondence among the remote of worldwide undertakings. New materials are altering areas as different as development and correspondences. Propelled fabricating advancements have adjusted long-standing examples of efficiency and business.” With a simple process, that student could have combined her separate sentences in one. Let’s rewrite her sentence: the new advancement in technology improved communication and correspondence globally, which facilitated the movement of materials worldwide, propelling fabricating improvements, and efficiency in business.

Another disintegrated writing sample is as follows: “One of the key policies that need (the correct verb is singular: needs) to change very often under all governments is Income Tax Policy. The government needs to analyze public income as well as expenses by the area/division to decide the tax brackets, tax percentages need to be collected and benefits to taxpayers. As everybody knows, money is an important thing to have a good quality of life, so governments have to be very careful while preparing these kinds of policies.” Let’s rewrite these sentences: clearly, one of the key policies which needs be to change very often by governments is Income Tax Policy. Therefore, the government needs to analyze public income as well as expenses by the area/division to decide the tax brackets, tax percentages that need to be collected, and benefits to taxpayers. This analysis is needed because governments need financial resources to implement policies.

A Good Example by Janssen, Wimmer, and Deljoo:

You may be still cynical about the usefulness of the acronym “MEALS,” so let’s examine a paragraph from a required textbook for Ph. D. students. Janssen, Wimmer, and Deljoo (2015, p. 95) stated, “Using computer simulations in examining, explaining and predicting social processes and relationships as well as measuring the possible impact of policies has become an important part of policy-making. This chapter presents a comparative analysis of simulation models utilized in the field of policymaking. Different models and modeling theories and approaches are examined and compared to each other with respect to their role in public decision-making processes. The analysis has shown that none of the theories alone is able to address all aspects of complex policy interactions, which indicates the need for the development of hybrid simulation models consisting of a combinatory set of models built on different modeling theories. Building such hybrid simulation models will also demand the development of new and more comprehensive simulation modeling platforms.” Now, let’s apply “MEALS” acronym

Item	Text
Main point	Using computer simulations in examining, explaining and predicting social processes and relationships as well as measuring the possible impact of policies has become an important part of policymaking.

Evidence	This chapter presents a comparative analysis of simulation models utilized in the field of policymaking.
Analysis	The analysis has shown that none of the theories alone is able to address all aspects of complex policy interactions, which indicates the need for the development of hybrid simulation models consisting of a combinatory set of models built on different modeling theories.
Logic	Building such hybrid simulation models will also demand the development of new and more comprehensive simulation modeling platforms.
Synthesis	Different models and modeling theories and approaches are examined and compared to each other with respect to their role in public decision-making processes.

Let’s examine the preceding paragraph using the analytic tools, “they say... I say”, “Transition,” and “Preposition phrases.”

They say... I say:

According to Birkenstein and Graff (2018) we associate “they say” with “The analysis has shown that none of the theories alone is able to address all aspects of complex policy interactions, which indicates the need for the development of hybrid simulation models consisting of a combinatory set of models built on different modeling theories.” And we associate “I say” with “Building such hybrid simulation models will also demand the development of new and more comprehensive simulation modeling platforms.”

Transition:

Signaling the transition from one point to next, let’s exam the previous example of Janssen et al. (2015, p. 95) for identifying the transition from one sentence to next. The authors wrote “Different models and modeling theories and approaches are examined and compared to each other with respect to their role in public decision-making processes. The analysis has shown that none of the theories alone is able to address all aspects of complex policy interactions.” With this example, there is a subtle transition and shifting from discussing different models and modeling theories to the analysis of complex policy interactions.

Preposition phrases:

Janssen et al. (2015) used the preposition phase “The analysis has shown that none of the theories alone is able to address all aspects of complex policy interactions.” The textbook by Janssen et al. (2015) is required reading for my Ph.D. students, and the authors used the same “MEALS” acronym. The authors needed a tool for keeping readers well-tuned in their explanation. A good writer is like a good actor who keeps the audience tuned to her role and the story. If you lose the reader’s attention, you failed as a good writer.

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The Second Example by Jacobs and Chase:

Jacobs and Chase (2014) described operations and supply chain management. The authors wrote: “In the context of major business functions, operations and supply chain management involves specialists in product design, purchasing, manufacturing, service operations, logistics, and distribution. These specialists are mixed and matched in many ways depending on the product or service. For a firm that sells televisions, like Sony, these are the functions responsible for designing televisions, acquiring materials, coordinating equipment resources to convert material to products, moving the product, and exchanging the final product with the customer. Some firms are focused on services, such as a hospital. Here the context involves managing resources, including the operating rooms, labs, and hospital beds that are used to nurse patients back to health. In this context, acquiring materials, moving patients, and coordinating resource use are keys to success. Other firms are more specialized, such as Amazon. Here purchasing, website services, logistics, and distribution need to be carefully coordinated for success. In our increasingly interconnected and interdependent global economy, the process of delivering finished goods, services, and supplies from one place to another is accomplished by means of mind-boggling technological innovation, clever new applications of old ideas, seemingly magical mathematics, powerful software, and old-fashioned concrete, steel, and muscle.” Now, let’s apply “MEALS” acronym:

Item	Text
Main point	In the context of major business functions, operations and supply chain management involves specialists in product design, purchasing, manufacturing, service operations, logistics, and distribution.
Evidence	For a firm that sells televisions, like Sony, these are the functions responsible for designing televisions, acquiring materials, coordinating equipment resources to convert material to products, moving the product, and exchanging the final product with the customer.
Analysis	The process of delivering finished goods, services, and supplies from one place to another is accomplished by means of mind-boggling technological innovation, clever new applications of old ideas.
Logic	Purchasing, website services, logistics, and distribution need to be carefully coordinated for success.
Synthesis	Managing resources.

Let’s examine the preceding paragraph using the analytic tools, “they say... I say”, “Transition,” “Preposition phrases,” and “Link.”

They say... I say:

According to Birkenstein and Graff (2018), we associate “they say” with “Some firms are focused on services, such as a hospital. Here the context involves managing resources, including the operating rooms, labs, and hospital beds that are used to nurse

patients back to health. In this context, acquiring materials, moving patients, and coordinating resource use are keys to success.” And we associate “I say” with “Other firms are more specialized, such as Amazon. Here purchasing, website services, logistics, and distribution need to be carefully coordinated for success. In our increasingly interconnected and interdependent global economy, the process of delivering finished goods, services, and supplies from one place to another is accomplished by means of mind-boggling technological innovation.”

Transition:

If we examine the previous example for identifying the transition from one sentence to next, we could identify “In our increasingly interconnected and interdependent global economy” as words for the transition. Also, Jacobs and Chase (2014) shifted their focus from the discussion of “purchasing” to “delivering.”

Preposition phrase:

As a preposition, Jacobs and Chase (2014) used, “For a firm that sells televisions, like Sony.”

Link:

Some firms are focused on services.... Other firms are more specialized, such as Amazon. Jacobs and Chase (2014) used some firms and other firms to connect two sentences. Another way for linking statements, Jacobs and Chase (2014) combined the above paragraph using “In the context ...”, “For a firm that sells...”, “Some firms ...”, “In this context...”, and “Other firms ...”

The Third Example for “MEALS”

Janssen et al. (2015, p. 379) used the same “MEALS” acronym. The authors needed a tool for keeping the readers well-tuned in their explanation. Let’s examine their original statements first; then, we match it with the word “MEALS.”

The authors wrote, “Informational and analytical activities, as well as forecasting for the processes of socioeconomic development, should be an important element of all levels of governmental administration. This chapter describes the development of information-analytical systems and situational centers in Russia in chronological order. The most ambitious Russian project concerning the implementation of effective analytics in the public sector— the system ‘Administration’ — is described in detail, including its advantages and disadvantages. The management of territorial development necessitates the development of regional information analytical. The authors gave us an example an algorithm used in information analysis, applied by Saint Petersburg administration.” Now, let’s apply “MEALS” acronym:

Item	Text
Main point	Informational and analytical activities, as well as forecasting for the processes of socioeconomic development.

Evidence	The most ambitious Russian project concerning the implementation of effective analytics in the public sector— the system ‘Administration’ — is described in detail, including its advantages and disadvantages.
Analysis	This chapter describes the development of information-analytical systems and situational centers in Russia in chronological order.
Logic	The management of territorial development necessitates the development of regional information analytical systems.
Synthesis	The authors gave us an example an algorithm used in information analysis, applied by the Saint Petersburg administration.

Let’s examine the preceding paragraph using the analytic tools, “they say... I say,” “Transition,” and “Preposition phrases.”

They say... I say:

According to Birkenstein and Graff (2018), we associate “they say” with “Informational and analytical activities, as well as forecasting for the processes of socioeconomic development, should be an important element of all levels of governmental administration.” And we associate “I say” with “The management of territorial development necessitates the development of regional information-analytical systems.”

Transition:

If we examine the previous example, we could spot “The management of territorial development necessitates the development of regional information-analytical systems” as a transitional sentence

Preposition:

“As well as forecasting for the processes of socioeconomic development” is the preposition sentence.

Phrases and Clauses for “MEALS”

Regarding strengthening students writing skills, Birkenstein and Graff (2018) collected words and phrases suggested using them with different types of writings such as an argument or qualifying a point. Not only students could emulate the suggested structure of sentences, but also writers could think of the structures as a blueprint for writing. I will use the authors’ blueprint to construct a couple of examples for each group. Furthermore, the authors categorized their collected words into different groups, as follows:

To qualify or add Another Point, Birkenstein and Graff (2018) selected the following words: Actually, Also, Besides, Moreover, Further, Again, Indeed, Lastly, Finally, Additionally, Incidentally, In fact, Equally important, Furthermore, and What's more.

Examples:

Furthermore, in Egypt, the president has veto power.
Additionally, you need to eat fresh fruit once a day for sustaining your health while dieting.

To emphasize or clarify, Birkenstein and Graff (2018) designated the following words: Above all, Undoubtedly, Obviously, Indeed, Especially, Surely, that is to say, put another way, that is Most importantly, Under certain circumstances, As a matter of fact In fact, In other words, Up to a point, and In this/any case.

Examples:

Undoubtedly, you need to review and edit your report before submitting it.
Indeed, you have earned the highest grade in this course.

To indicate a cause and effect, Birkenstein and Graff (2018) nominated the following words: Therefore, As a consequence, For this reason, Accordingly, As result, Thus, Consequently, Hence, Indeed, and Subsequently.

Examples:

The last day for submitting the final report was yesterday, at 9:00 pm; accordingly, all reports posted after that date will not be considered.
John looked all over for his missing textbook, and subsequently, he found it inside his car. Another example for subsequently, after his students explained the difficulty of their assignment, the wise professor subsequently allowed his students to resubmit their homework the second time.

To concede a point, Birkenstein and Graff (2018) chose the following words: Granted, Certainly, No doubt, Of course, Surely, and Naturally.

Examples:

Granted: The priest declared, “by the power vested in me, I grant you peace.”
Surely if you examine why you earned a grade less than your expectation, you will find a way to improve your rank.

To qualify a point, Birkenstein and Graff (2018) indicated the following words: Perhaps, Probably, For the most part

Examples:

Perhaps we will visit Germany this summer, but I doubt it.
Probably Mr. Smith could win the election.

To illustrate a move-in time, Birkenstein and Graff (2018) elected the following words: Briefly, Currently, Until, At the same time, Subsequently, at present, After, Once, Whenever, Meantime, at last, Before, Since, While, to begin with, Previously

Examples:

This is an example of four different points: while some researchers have focused on describing and defining the role of IT governance (Benaroch & Chernobai, 2017), other investigators sought to explain the purpose of knowledge sharing in IT environments (Connelly et al., 2012). Another group of researchers focused on defining tacit and explicit knowledge sharing (Chen, Hsu, Wang, & Lin, 2011). Researchers also focused on the differences between vertical and horizontal knowledge exchange (Banks et al., 2014). You could adopt the while example and use it during writing your dissertation, and that will provide the ability to link different views. You could distinguish the words for contrast, and they are as follows: while, other, another, and researchers.

To add an idea, Birkenstein and Graff (2018) determined the following words Furthermore, In addition, Also, Moreover, First, second, third, etc. Additionally, Since, Besides.

Examples:

Additionally, you can diminish the fear of writing by reviewing your paper. Since 1992 numerous authors presented hundreds of workshops and publications regarding the process of effective teaching.

To compare, Birkenstein and Graff (2018) promoted the following words Similarly, Since, Also, Not only...but also, In the same manner, Both, Like, In the same way.

Examples:

Similarly: when it comes to teaching challenging students, experienced teachers surprisingly utilize similar techniques.

Like: a good writer is like a good actor who keeps the audience tuned to her role and the story

To contrast, Birkenstein and Graff (2018) elected the following words However, On the other hand, Though, Conversely, Notwithstanding, Nevertheless, At the same time, Unlike, Meanwhile, On the contrary, Yet, Although/Although this is true, in contrast, Nonetheless, while this is true.

Examples:

However, when you quote other writers, you give them more credit, but if you paraphrase what you need to quote, you will receive more credit than the original cited authors. Although the risk to participants was small, answering some questions about team interfaces might cause a respondent to recall an event in the past that could trigger uneasiness.

To emphasize results, Birkenstein and Graff (2018) favored the following words Next, Now, Finally, Then, To Begin, Before.

Examples:

Finally, the authors deliberately influenced their participants by providing cash and lotteries as enticements for their participation.

Before displaying the final survey to the participants, the researcher downloaded, reviewed, and proofread the entire survey as it would be presented to participants.

To imply an effect or result, Birkenstein and Graff (2018) preferred the following words Because of this, Therefore, Thus, For this reason, Consequently, As a result.

Examples:

Therefore: To test validity, the authors demonstrated that a correlation existed between the scores of their subjects and the scores of standardized academic tests. Therefore, the results of their analysis were validated.

Thus, if you are writing in response to an assignment on the global impact on a national economy, you should be comparing the average citizen income to the average global income.

To summarize, Birkenstein and Graff (2018) indicated the following words Overall, As mentioned, Finally, to sum up, All in all, In other words, On the whole, In summation.

Examples:

Based on these results, the researcher was unable to reject the null hypothesis summary. Mentioned: An expert would discover the inconstancy between the number of peer-reviewed articles mentioned in their abstract and the fact that only a few articles were included in their final analysis.

To conclude, Birkenstein and Graff (2018) elected the following words Accordingly, as a result, Consequently, Finally, Therefore, in conclusion, In short, In summary, On the whole, Hence, Thus, To conclude.

Examples:

Hence, even before Tom has declared his position during the debate, most of the audience discovered where he probably stood.

Conclude: we conclude with a couple of exercises that give students a chance to practice what we addressed.

Exercises

You may be a little bit ambivalent about all preceding writing steps, but you need to know once you have developed these steps and observing them, you will not need to compose the below list. You can relate these processes to the first time you had an instructor for teaching you driving. Your first driving experience was an overwhelming horrifying task, but after a few years of driving, you no longer feel stressed from driving. So, you need to develop your writing skills as you have developed driving skills.

1) Write one paragraph with at least 60 words describing a hot summer day. And then compare it to the “MEALS” acronym for not only focusing on what you composed but also the structure of that paragraph.

Item	Text
Main point	
Evidence	
Analysis	
Logic	
Synthesis	

After writing the components of your response, then assemble the elements in one logical answer. And, you could match and review your report against the process that I used for describing the agony of my dog from the flea. Finally, before releasing your report, ask yourself the following questions: 1) did I answer all components of the question? 2) did I use the argumentative phrase, “They say... I say”? 3) did I use suitable words and sentences? 4) did I use “Though ... yet” correctly? 5) did I include any preposition phrase? 6) After reading the report, how would readers react?

2) This exercise intends to provide evidence of your literature review. Write one paragraph with at least 120 words describing the challenge for determining your research topic. The structure of your paragraph must include while, other, Another, and researchers as narrated within the next example. This is an example of four different points: while some researchers have focused on describing and defining the purpose of IT governance (Altemimi & Mohamad, 2015), other investigators sought to explain the role of knowledge sharing in IT environments (Connelly et al., 2012). Another group of researchers focused on defining tacit and explicit knowledge sharing (Boden, Avram, Bannon, & Wulf, 2012). Researchers also focused on the differences between vertical and horizontal knowledge exchange (Banks et al., 2014). You could adopt the while example and use it while writing your dissertation, and that will provide the ability to link different views. You could detect the words for contrast, and they are as follows: while, other, another, and researchers.

You could use the below table to draft the components of your reply.

Item	Text
While	
Other	
Another	
Researchers	

3) According to APA (2020, pp. 4-9), “Literature review articles (or narrative literature review articles) provide narrative summaries and evaluation of the finding or theories within a literature base.” Write one paragraph with at least 80 words describing the selected articles of your subject.

Here is an example: "The literature review indicated a gap existed regarding what scholars know about negotiation and reciprocity between IT governance personnel and software developers" (Elsayess, 2018, p. 18).

4) According to APA (2020, pp. 4-9), "Literature review articles (or narrative literature review articles) provide narrative summaries and evaluation of the finding or theories within a literature base." Write one paragraph with at least 80 words describing the selected theories of your subject.

Here is an example: "To understand the knowledge-sharing process, the present researcher drew on elements of three different theories. The three theories that provided the theoretical foundation for the present study included the LMX theory (Dansereau et al., 1975), the TMX theory (Seers, 1989); and the knowledge-sharing theory (Nonaka, 1994). Other subsections provide descriptions of each of the theories" (Elsayess, 2018, p. 19).

5) According to APA (2020, pp. 4-9), "Literature review articles (or narrative literature review articles) provide narrative summaries and evaluation of the finding or theories within a literature base." Write one paragraph with at least 80 words describing your selected methodology (quantitative, qualitative, or mixed method) of your subject.

Here is an example of using a method with a quantitative project: "While some researchers focused on knowledge sharing in general and identified their target populations, other authors did not adequately identify the target population, sample frame, or sample." (Elsayess, 2018, p. 19).

6) According to Bell (2008, p. 20), if a word followed "of," then, it is not the noun of a sentence. One way to discover the subject is by elimination, and you could write a statement twice as follows:

- The original sentence: the implementation of different policies has been influenced or somewhat affected by different developments
- the implementation of different policies has been influenced or somewhat affected by different developments, when you eliminate "of different policies" you still have a valid statement.
- ~~the implementation~~ of different policies has been influenced or somewhat affected by different developments, but when you eliminate "the implementation" you do not have a valid statement, then the subject is "the implementation." Furthermore, Bell (2008, p. 20) stated: "no word that follows a preposition is a subject."

You need to identify the subject and the verb of each of the following statements:

- a) According to Janssen (2015), "These fields of research (is or are) sometimes depicted as e-government policy, e-policy, policy informatics, or data science."
- b) According to Janssen (2015), "To improve the validity of the model policymakers (is or are) harvesting data to generate evidence."
- c) According to Janssen (2015), "Russian projects concerning the implementation of effective analytics in the public sector— the system 'Administration' — (is or are) described in detail, including its advantages and disadvantages."

7) APA (2020, p. 180) has an example of using "When," your assignment is to read the following paragraph and then use the below skeleton for composing a similar paragraph of a subject of interest.

"When properly scaled, most data can be effectively presented with two decimal digits of accuracy. Report correlations, proportions, and inferential statistics such as t, F, and chi-square or two decimals. When reporting data measured on integer scales (as with many questionnaires), report means and standard deviations to one decimal place (as group measures, they are more stable than individual scores). Report exact p values (e.g., $p = .031$) to two or three decimal places. However, report p values less than .001 as $p < .001$. The tradition of reporting p values in the form of $p < .10$, $p < .05$, $p < .01$, and so forth was appropriate in a time when only limited tables of critical values were available. However, in tables, the " $p <$ " notation may be necessary for clarity. For guidance on the types of statistics to report in your paper, see the reporting standards for quantitative methods and results."

If you wish, you can change the structure of your paragraph, or you can employ the below paragraph structure.

"When Report When ... report. Report ... However, However,"

8) Jacobs and Chase (2014) used four words for retaining their readers' attention, and the words are context, specialists, firm, and firms. The authors wrote:

"In the context of major business functions, operations and supply chain management involves specialists in product design, purchasing, manufacturing, service operations, logistics, and distribution. These specialists are mixed and matched in many ways depending on the product or service. For a firm that sells televisions, like Sony, these are the functions responsible for designing televisions, acquiring materials, coordinating equipment resources to convert material to products, moving the product, and exchanging the final product with the customer. Some firms are focused on services, such as a hospital. Here the context involves managing resources, including the operating rooms, labs, and hospital beds that are used to nurse patients back to health. In this context, acquiring materials, moving patients, and coordinating resource use are keys to success. Other firms are more specialized, such as Amazon. Here purchasing, website services, logistics, and distribution need to be carefully coordinated for success. In our increasingly interconnected and interdependent global economy, the process of delivering finished goods, services, and supplies from one place to another are accomplished by means of mind-boggling technological innovation, clever new applications of old ideas, seemingly magical mathematics, powerful software, and old-fashioned concrete, steel, and muscle." Your assignment is to read the above paragraph and then use the below skeleton for composing a similar paragraph of a subject of interest. If you wish, you can change the structure of your paragraph, or you can employ the below paragraph structure.

"context.... specialists..... firm..... firms.... context..."

9) Let's go back to the dog paragraph; your assignment is to write it backward.

“Though my dog is cute, he barks most of the night, and despite his fleas, yet most of the children enjoy playing with my dog, and they touch him gently. For saving my dog the pains from flea bites, I spray flea repellent regularly, cleaning the backyard could eliminate them and give my dog a good chance to be flea free if I purchase sprays for killing fleas from a veterinarian that will help my dog. Concerning insects, Bourne et al. (2018) discussed the dangers of fleas on dogs, and he recommended to purchase flea sprays from a veterinarian. If I buy sprays for killing fleas from a veterinarian, the ingredient would be more useful for killing the fleas since it is more concentrated than off the shelf products.”

Let me get you started:

If I buy sprays for killing fleas from a veterinarian, the ingredient would be more useful for killing the fleas since it is more concentrated than off the shelf products.

Now, you need to add the rest of the sentences and then read it, starting with “If I buy sprays for killing fleas,” do you see that you can traverse reading from the end of the paragraph to the beginning without though interruption. You need to think of your writing as a ladder that you can use to climb to the top floor, and you can use it to descend to the ground floor. If you discover that your sentences are connected tightly like the steps of a ladder, then your writing is good, see figure 2.



Figure 2.

10) Write on paragraph describing your day with at least 180 words with many sentences. Rewrite your article starting from the last sentence and read it aloud, write statement 4, then statement 3, statement 2, and then statement 1. Can you follow your backward reading? Can you traverse from one sentence to another? If your answer is no, then your readers could experience problems reading your paper.

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Thank you

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Adjunct Faculty – Information Technology & Management Knowledge sharing and creation: technical and managing perspectives

“Knowledge must be improved, challenged and increased constantly or it vanishes” (Peter Drucker, 1974).