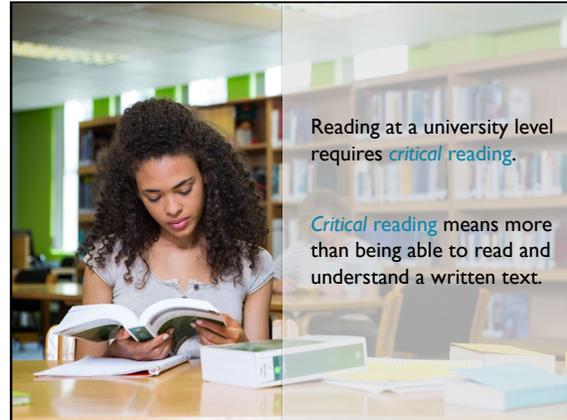
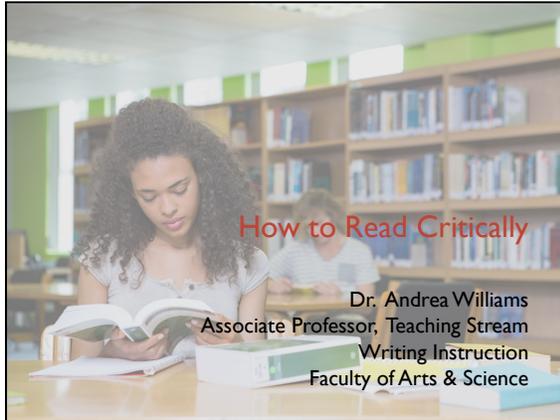


How to Read Critically

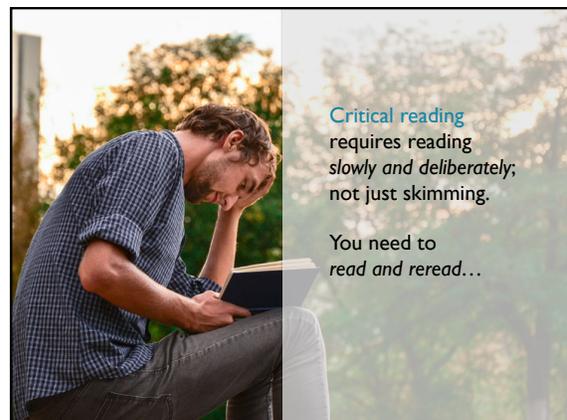
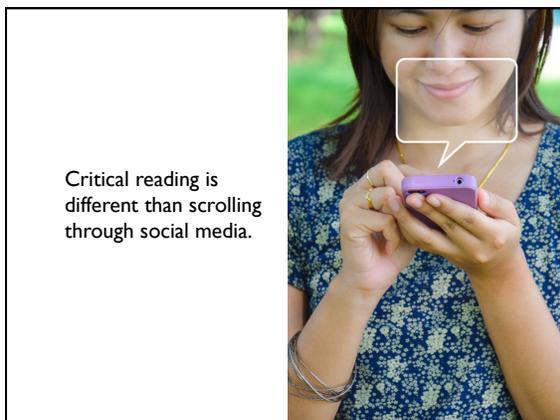
**What It Means To Read Critically**

- Reading for *argument* rather than just for information
- Understanding the writer's point of view or position on an issue:
 - the claims they make and
 - *how* they support their claims with evidence.

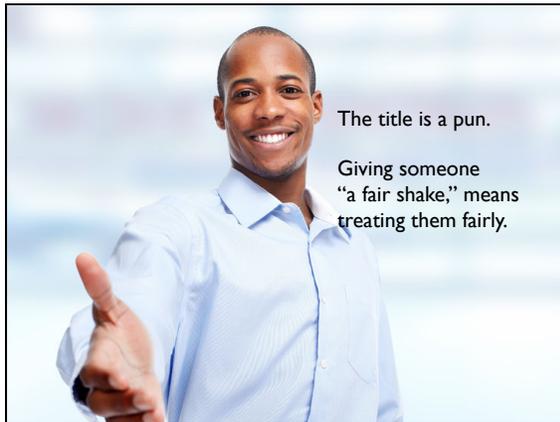
Good arguments are more than opinions — they include support for every claim.

How To Read Critically

- *Academic reading* is more than getting a vague sense of what an article or text “is about.”
- Whether a blog, article, or book, *academic reading* requires you to ask questions of and make judgments about a text.
- Read with a healthy skepticism — the author needs to *convince you* of her argument, by providing strong reasons and/or evidence.



How to Read Critically



The pun comes from spelling “*fair*,” meaning equitable, instead of “*fare*” meaning taxi fare or price of Uber taxi services.

Image Source: <https://newsroom.uber.com/happy-new-year/>

The title summarizes the article’s argument:
Despite consumers’ dislike, Uber’s surge pricing is fair.

The Economist

Free exchange
A fare shake

Jacking up prices may not be the only way to balance supply and demand for taxis
May 14th 2016 | From the print edition

Read both the title *and subtitle*.

The Economist

Free exchange
A fare shake

Jacking up prices may not be the only way to balance supply and demand for taxis
May 14th 2016 | From the print edition

The title and subtitle indicate the topic of the article — taxi fares, and the article’s point of view — that Uber’s pricing policy is fair.

Critical reading means reading *actively* — with questions in mind — rather than *passively* — with a blank brain.

The Introduction – Paragraph 1

IT IS a familiar ritual for many: after a late night out you reach for your smartphone to hail an Uber home, only to find—disaster—that the fare will be three times the normal rate. Like many things beloved by economists, “surge pricing” of the sort that occasionally afflicts Uber-users is both efficient and deeply unpopular. From a consumer’s perspective, surge pricing is annoying at best and downright offensive when applied during emergencies. Extreme fare surges often lead to outpourings of public criticism: when a snowstorm paralysed New York in 2013, celebrities, including Salman Rushdie, took to social media to rail against triple-digit fares for relatively short rides. Some city governments have banned the practice altogether: Delhi’s did so in April.

How to Read Critically

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Paragraph 2

Uber is sticking with surge pricing for now, but Jeff Schneider, one of its machine-learning experts, recently suggested that the company is interested in developing systems that rely on technology, rather than price, to allocate cars. Even if such a technological fix proves elusive, however, local governments do not need to regulate or ban surge pricing to reduce its sting.

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Paragraph 3

Surge (or dynamic) pricing relies on frequent price adjustments to match supply and demand. Such systems are sometimes used to set motorway tolls (which rise and fall with demand in an effort to keep traffic flowing), or to adjust the price of energy in electricity markets. A lower-tech version is common after natural disasters, when shopkeepers raise the price of necessities like bottled water and batteries as supplies run low. People understandably detest such practices. It offends the sensibilities of non-economists that the same journey should cost different amounts from one day or hour to the next—and more, invariably, when the need is most desperate.

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Paragraph 4

Yet surge fares also demonstrate the elegance with which prices moderate a marketplace. When demand in an area spikes and the waiting time for a car rises, surge pricing kicks in; users requesting cars are informed that the fare will be a multiple of the normal rate. As the multiple rises, the market goes to work. Higher fares ration available cars by willingness to pay; to richer users, in some cases, but also to those less able to wait out the surge period or with fewer good alternatives. Charging extra to those without good alternatives sounds like gouging, yet without surge pricing such riders would be less likely to get a ride at all, since there would be no incentive for all the other people requesting cars to drop out. Surge pricing also boosts supply, at least locally. The extra money is shared with drivers, who therefore have an incentive to travel to areas with high demand to help relieve the crush.

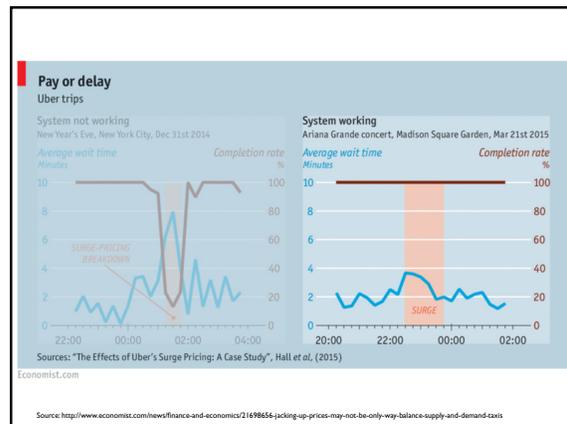
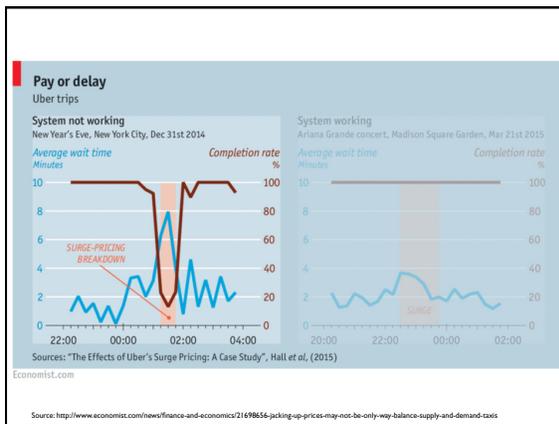
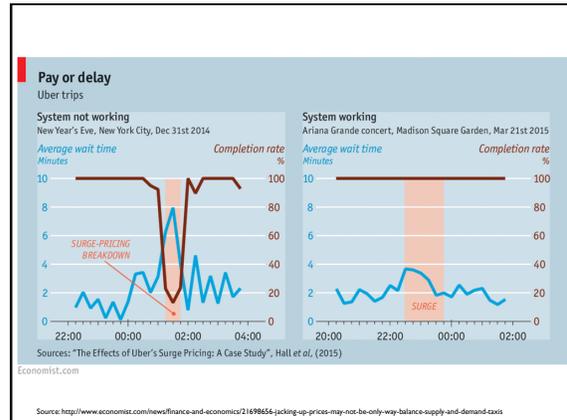
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How to Read Critically

Paragraph 5

A recent analysis published by Uber illustrates how the system is intended to work. Jonathan Hall, head of economic research at Uber, Cory Kendrick, a data scientist at the firm, and Chris Nosko, of the University of Chicago, compared two high-demand cases in New York city to illustrate how surge pricing is intended to work. In March 2015 it kicked in after a sold-out concert by Ariana Grande, a singer, in an arena in the middle of Manhattan. As the show came to an end, the number of people in the area opening the Uber app quadrupled in just a few minutes. Uber's algorithm swiftly applied surge pricing; the average waiting time for a car rose only modestly, while the "completion rate"—the share of requests for rides that are met—never fell below 100%. On New Year's Eve in 2014, in contrast, Uber's surge-pricing algorithm broke down for 26 minutes, leaving New York without surge pricing. The average wait time for a car soared from about two minutes to roughly eight, while the completion rate dropped below 25% (see chart).



Placeholder for Andrea to talk to students

Critical Reading Questions both Argument and Evidence

- The evidence is provided by Uber.
- The data weren't gathered independently: 2/3 authors work for Uber.
- When evidence is provided by so-called "experts," critical readers ask,
 - *How credible are these experts?*
 - *What are their credentials?*
 - *Do they stand to benefit monetarily or otherwise from providing this evidence?*
- Be skeptical (not believing without strong reasons) but not cynical (distrustful of everyone).

How to Read Critically

Paragraph 6

The comparison may overstate the power of surge pricing. Even without the help of algorithms, cab drivers know to converge on a venue as an event finishes; more Uber drivers than normal were surely in the area at the end of Ms Grande's concert in expectation of the extra business. Yet the possibility of earning a surge fare may also strengthen drivers' incentives to anticipate and respond pre-emptively to high demand. Ironically, the better Uber's surge-pricing algorithm works, the less the company will need to use it, since drivers' pre-emptive responses will tend to eliminate the demand imbalances that make surge pricing necessary in the first place.

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- Address counter-arguments to strengthen your own case.
- When you ignore counter-arguments your argument is one-sided and thus less convincing.
- Readers may be suspicious about why you haven't addressed other view points.

Paragraph 7

There are tantalising hints that Uber hopes to follow this logic to its conclusion. Mr Schneider noted that clever machine-learning tools could process Uber's piles of data and determine when and where demand is likely to outstrip the supply of cars. There would be no need to wait until demand starts to rise, nor for drivers to scan concert schedules. The ability to anticipate demand would be of some use to Uber today; it could tell drivers where they are likely to be needed. But they would presumably not respond as rapidly as they do to the inducement of surge fares. Eventually, however, Uber hopes to replace its human drivers with autonomous vehicles, which could be directed around the city by the company's computers without any pecuniary incentives. (The company still has an incentive to maximise earnings, though, so it might opt to keep surge pricing even if technology made it redundant, at the risk of further public rage.)

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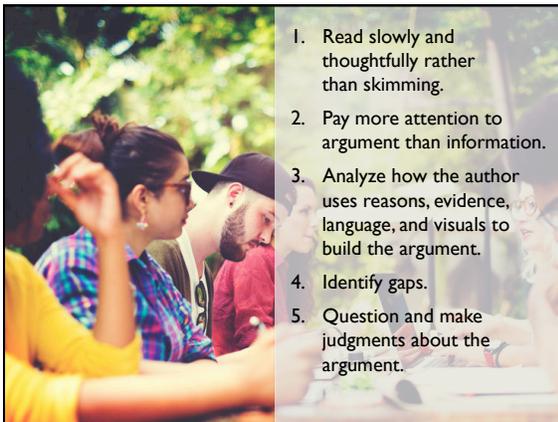
How to Read Critically

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Paragraph 8

Apps and downs

Whether Uber remains a big part of the transport network in future, and whether it retains surge pricing, depends in part on how well local governments manage the transport system as a whole. In districts or cities where travellers have appealing alternatives, in the form of good public transport or private competitors to Uber, users will be more sensitive to price. Surge pricing will therefore not generate a big financial windfall for Uber (or its drivers). But where public transport is thin on the ground, or where Uber has little private competition, it is a different story. In other words, surge pricing is really only as painful as local officials allow it to be.



Your Next Steps

1. Read the Article Abstract Assignment instructions.
2. Watch the video, *How to (Re-) Write an Abstract*.
3. Read the abstracts of "A fare shake" that Professor Cohen and I wrote, and note similarities and differences.
4. Choose one of *The Economist* articles (see Professor Cohen's list).
5. Start your abstract assignment.

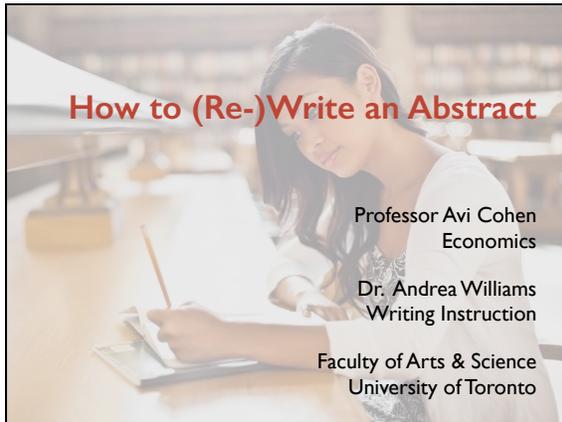
How To (Re-)Write an Abstract

How to (Re-)Write an Abstract

Professor Avi Cohen
Economics

Dr. Andrea Williams
Writing Instruction

Faculty of Arts & Science
University of Toronto



Part 1:
How to Read Critically

Part 2:
How to (Re-)Write an Abstract

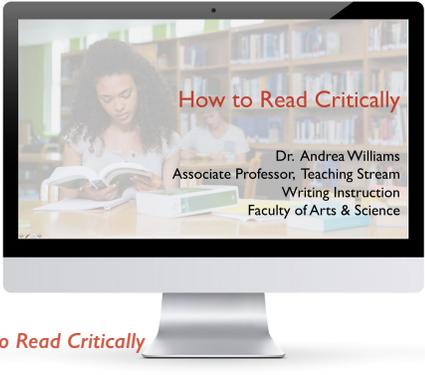
Part 3:
How to (Re-)Write an Op-Ed



How to Read Critically

Dr. Andrea Williams
Associate Professor, Teaching Stream
Writing Instruction
Faculty of Arts & Science

Watch
Part 1: How to Read Critically

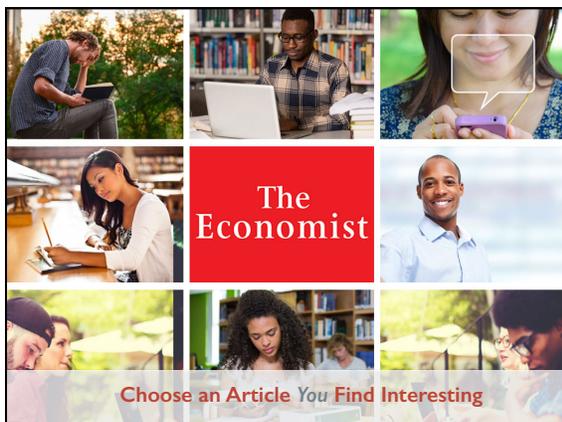


Read 2 or 3 articles
from the list.



The Economist

Choose an Article *You Find Interesting*



An Abstract is not a Summary

- An abstract includes the main argument and only the most important supporting points and evidence.
- An abstract leaves out less important points and often organizes the ideas quite differently from the original article.

How To (Re-)Write an Abstract

Abstracts Move from Writer-Based to Reader-Based Writing

Moving from “about me” to “about them”

Writer-Based Writing is for me.

- Writer-based writing is done by the writer, for the writer.
- It is your notes, ideas and questions about the article.
- It doesn't worry about paragraph structure, sentence structure, spelling, or grammar.
- If I can understand what I wrote, it is good enough.

Reader-Based Writing is for my audience.

- Reader-based writing meets the needs of my audience.
- My audience needs:
 - familiar structure (introduction, middle, conclusion);
 - understandable ideas and terminology (no technical jargon);
 - correct grammar, and spelling.

My Audience needs me to write like a journalist, *not* an academic.

- Is the general public; *not* the professor or the TAs.
- Some education, background in current affairs and understands basic economic concepts.



A Clear Thesis The article's main argument.

- Tells the reader the main argument of the article itself, *not* my opinion of the article.
- Identifying the thesis is crucial because it will tell me:
 - What to include in writing the abstract for my audience; and,
 - What to leave out (as less important).

Reader-Based Writing is for my audience.

- Makes the article's thesis (main argument) clear to the reader.
- Thesis statement is supported by specific evidence.
- Introduction gives context and background.
- Middle paragraph(s) develops the thesis.
- Conclusion restates the thesis and explains its importance.

How To (Re-)Write an Abstract



Many first year students submit first drafts and wonder why they earn poor marks.

Don't Submit Your First Draft

Draft, Revise, and Edit

- Good writing requires rewriting.
- To move from writer-based (about me) to reader-based writing (about my audience), you:

1. Draft
2. Revise, and
3. Edit

Then submit your final abstract.

“A ‘C’ paper is an just an ‘A’ paper turned in too soon.”

John C. Bean
Engaging Ideas



Stage 1. Draft

Getting my notes, ideas, questions down in writing.
Focus: on me, the writer.



Stage 2. Revise

Adding, deleting rewriting, moving paragraphs, sentences and words.
Focus: from me to my audience.



Stage 3. Edit

Correcting grammar, spelling, punctuation and formatting.
Focus: on my reader, the audience.



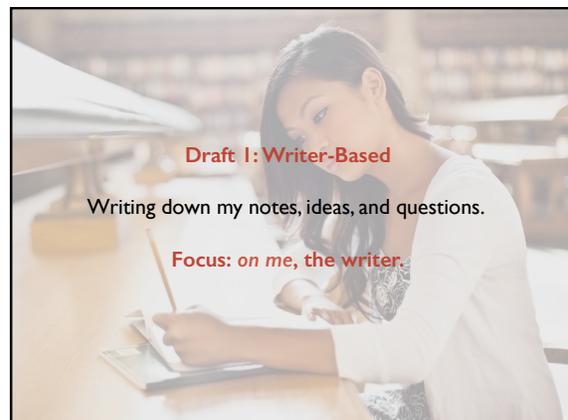
Prepare to Write

1. Print your article – it is easier to read carefully and take notes.
2. Use a pencil and eraser – studies show highlighting does not work!

Draft I: Writer-Based

Writing down my notes, ideas, and questions.

Focus: on me, the writer.



How To (Re-)Write an Abstract

Draft 1 - Make Notes



- Underline or circle key words and sentences.
- Paraphrase (put ideas in your own words) and summarize key points. *Don't copy the original language from the article, except a few key terms. Use your own words to avoid plagiarism. If in doubt, talk to a Writing Centre Instructor.*

Drafts 2 & 3 - Revise



Draft 4 - Edit



- Identify claims, statements, evidence used, and counter-arguments or opposing points of view.

Draft 1 - Make Notes



- Make observations and judgments about the article's argument.
- Identify economic concepts or reasoning the article uses.
- Identify the thesis (main argument).
- Without looking at the article, write in one sentence the thesis.

Drafts 2 & 3 - Revise



Draft 4 - Edit



Professor Cohen's Notes for Draft 1

Surge pricing is efficient and deeply unpopular

Uber looking for technology solutions to allocate rides to riders, rather than prices

Doesn't want local governments to regulate or ban surge pricing

Definition - surge pricing (also called dynamic pricing) continuously adjusts prices to match supply and demand.

Examples of surfs that change to keep traffic flowing, electricity prices, and price spikes of necessities like bottled water and batteries during natural disasters.

Non-economists detest demand-based pricing, and find it unfair to take advantage of consumers when in distress.

Positive case for surge pricing demonstrate the elegance of how "prices moderate a marketplace"

When demand surges, waiting times rise, surge pricing starts which reduces demand only to those willing to pay higher price. Sounds like gouging, but plus side is it increases supply of drivers to match demand and reduces wait times

Analysis by Uber economists of 2 NYC cases where surge pricing after a popular concert let out increased supply to meet the surge in demand, and the completion rate (% of ride requests that end with a ride) stayed at 100%, with little change in wait times. But when surge-pricing technology broke down on New Year's Eve in 2014, average wait times went from 2 minutes to 8 minutes, and completion rate dropped below 25%

Not all success after concert due to surge pricing. Driver know to go to high demand areas

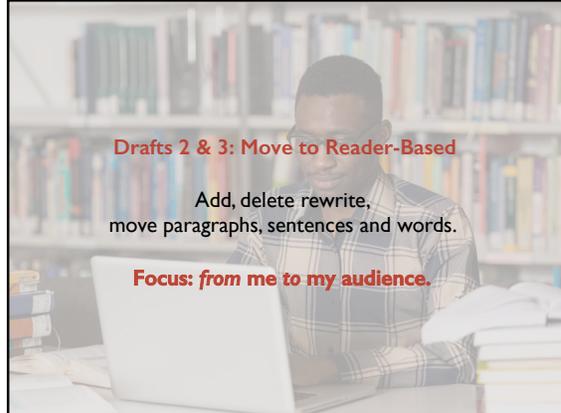
Uber data driven technology may better predict areas of demand and send cars there without surge pricing, but would drivers respond as quickly without economic incentive? Ultimately Uber wants driverless cars that will be entirely data driven, so no need for pricing incentive

What is Uber's future in transportation, and will it keep surge pricing? In cities with good public transport and alternatives to Uber, consumers won't be as willing to pay surge prices. So for cities where surge pricing is common and unloved, better government response than regulation would be to improve public transport alternatives which will make surge pricing less possible and profitable for Uber

Drafts 2 & 3: Move to Reader-Based

Add, delete rewrite, move paragraphs, sentences and words.

Focus: from me to my audience.



Draft 1 - Make Notes



- Take notes from your draft and organize them into logical, coherent paragraphs.

Drafts 2 & 3 - Revise



- Each paragraph has one main idea.
- The Introductory paragraph explains the topic and main argument, possibly with background information to understand the argument.

Draft 4 - Edit



Draft 1 - Make Notes



- 1 or 2 middle paragraphs explain the main claims and supporting evidence, and any opposing arguments.
- The concluding paragraph answers the questions "So what?" or "Why does this issue matter to the reader?"

Drafts 2 & 3 - Revise



Draft 4 - Edit



How To (Re-)Write an Abstract

How to Complete Draft 2

- Write the topic sentences (or at least topics) for each paragraph, like an outline.
Will the order make sense to your readers? If not, move sentences around, add or rewrite topic sentences.
- Once you have the number and order of paragraphs, write 2 to 4 sentences for each paragraph. Each paragraph has a topic sentence, and everything in the paragraph relates to the topic sentence.
- There should be smooth and logical transitions between paragraphs.

Professor Cohen's Outline

Draft 2 – First Try

Para 1
Intro of controversy

Para 2
Definition and examples of surge pricing

Para 3
Con side of controversy

Para 4
Pro side of controversy

Para 5
Conclusion and future

Draft 2 – Second Try

Para 1
Intro and description surge pricing

Para 2
Controversy con and pro

Para 3
Evidence from case study

Para 4
Conclusion and future

Realized too many paragraphs

How to Complete Draft 3

- Move from writer-based to reader-based.
Think like your readers.
What terms do you need to define for readers?
What terms you can just use?
- Revise the content and, if necessary, paragraph structure to meet the word count.
- If Draft 2 is too short (less than 250 words) return to Draft 1 and reread the article for additional details. Be sure to include important supporting evidence.

Draft 3

- If Draft 2 is too long (more than 300 words), look for sentences to delete or condense. Delete any repetition or secondary details. Look for words to cut out.
A famous rule for good writing is that if it is possible to delete a word without losing meaning, then do so.
- Check for sentences where you used *passive voice* and change these, when possible, to *active voice*.
- Check your word count. You may have to repeat Draft 3 revisions.

Professor Cohen's Draft 3 350 Words

Para 1
Intro and description surge pricing
The article, "A fare shake," describes Uber's controversial surge pricing algorithm, and its future. Surge pricing is an example of dynamic pricing, where businesses continuously adjust prices to match supply and demand. When the demand for rides surges, Uber's algorithms raise prices, increasing the number of drivers offering to supply rides, and discouraging some customers demanding rides. Other examples include electrical utilities increasing prices during peak demand times to divert use to times with more supply, and stores raising prices for bottled water and other necessities during a natural disaster.

Para 2
Controversy con and pro
The controversy is whether surge pricing of taxi fares is "fair." Customers detest dynamic pricing in general, not only because they don't like paying more, but because it seems arbitrary (why should a ride cost more just because ...) and like gouging – taking advantage of people in a disaster when they are most needy. On the other hand, the author stresses the efficiency and "elegance" of price adjustments as how markets work. Higher prices reduce demanders to those willing and able to pay more, and create incentives for more drivers to be on the roads, reducing wait times.

Para 3
Evidence from case study
Uber economists analyzed two contrasting cases where surge pricing worked as planned, and where it failed. After a popular concert let out, prices rose, increasing supply to meet the surge in demand, and the completion rate (percentage of ride requests that end with a ride) stayed at 100%, with little change in wait times. But when the surge-pricing algorithm broke down one New Year's Eve, average wait times went from 2 minutes to 8 minutes, and the completion rate dropped to 25%.

Para 4
Conclusion and future
The author seems to favour surge pricing, but admits that drivers would converge on a concert location even without increased prices. Also, Uber is moving to driverless cars, which will use Uber data to go to high demand locations without extra pay. According to the article, governments should not regulate unpopular surge pricing, but should instead provide better public transit alternatives, so riders will not be willing to pay, and Uber will not be able to charge higher fare prices. (350 words)

Draft 4: Reader-Based

Correct grammar, spelling, punctuation and formatting.

Focus: on my reader, the audience.



How To (Re-)Write an Abstract

Draft 1 – Make Notes



- Edit and proofread for your reader.
- Spellcheck and then print out your latest draft. Read it aloud.

Drafts 2 & 3 - Revise



- Get a friend to read your draft aloud and listen carefully to where she stumbles or is confused. Fix awkward or confusing passages.

Draft 4 - Edit



- Review your paragraph structure (including topic sentences) and the transitions between paragraphs.

Draft 1 – Make Notes



- A common mistake is to replace small words with bigger words that sound more “sophisticated” or “academic.”

Drafts 2 & 3 - Revise



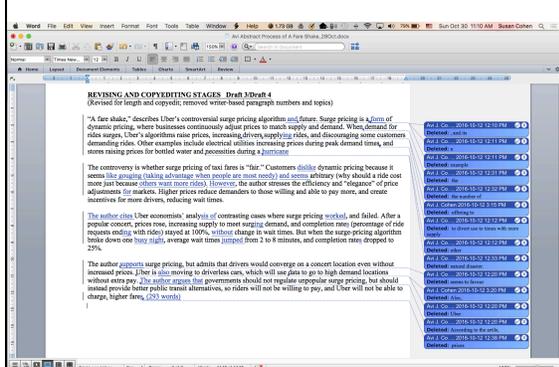
- Never use a long word where a short one will do. The quality of your reasoning is what counts, not big words or complicated sentences.

Draft 4 - Edit



- Good writing requires rewriting: Easy writing makes difficult reading.

Professor Cohen's Draft 4 Edit



Professor Cohen's Draft 4 350 Words

“A fare shake,” describes Uber’s controversial surge pricing algorithm and future. Surge pricing is a form of dynamic pricing, where businesses continuously adjust prices to match supply and demand. When demand for rides surges, Uber’s algorithms raise prices, increasing drivers’ supply of rides, and discouraging some customers demanding rides. Other examples include electrical utilities increasing prices during peak demand times, and stores raising prices for bottled water and necessities during a hurricane.

The controversy is whether surge pricing of taxi fares is “fair.” Customers dislike dynamic pricing because it seems like gouging (taking advantage when people are most needy) and seems arbitrary (why should a ride cost more just because others want more rides). However, the author stresses the efficiency and “elegance” of price adjustments for markets. Higher prices reduce demand to those willing and able to pay more, and create incentives for more drivers, reducing wait times.

The author cites Uber economists’ analysis of contrasting cases where surge pricing worked, and failed. After a popular concert, prices rose, increasing supply to meet surging demand, and completion rates (percentage of ride requests ending with rides) stayed at 100%, without change in wait times. But when the surge-pricing algorithm broke down one busy night, average wait times jumped from 2 to 8 minutes, and completion rates dropped to 25%.

The author supports surge pricing, but admits that drivers would converge on a concert location even without increased prices. Uber is also moving to driverless cars, which will use data to go to high demand locations without extra pay. The author argues that governments should not regulate unpopular surge pricing, but should instead provide better public transit alternatives, so riders will not be willing to pay, and Uber will not be able to charge higher fares. (293 words)

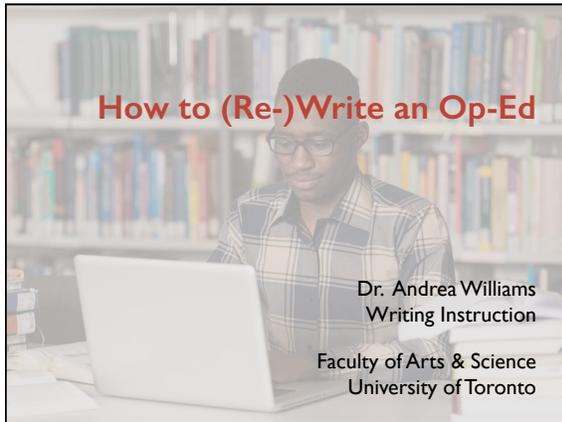
Draft 4 – Submit to peerScholar



- Copy, cut and paste Draft 4 into the Create textbox of peerScholar.
- After you receive feedback from classmates, repeat Drafts 3 & 4.
- Revise your words so others can read and understand them.



How To (Re-)Write and Op-Ed



How to (Re-)Write an Op-Ed

Dr. Andrea Williams
Writing Instruction
Faculty of Arts & Science
University of Toronto

Part 1:
How to Read Critically

Part 2:
How to (Re-)Write an Abstract

Part 3:
How to (Re-)Write an Op-Ed



Part 1:
How to Read Critically

Part 2:
How to (Re-)Write an Abstract

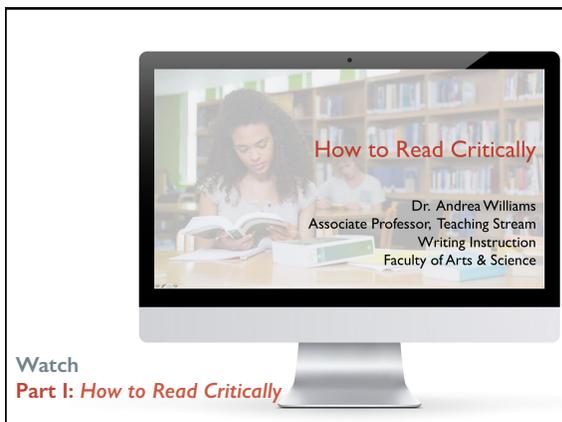
Part 3:
How to (Re-)Write an Op-Ed



Part 1:
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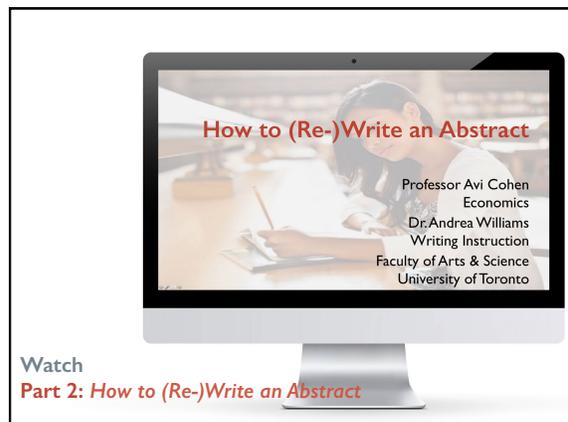
Part 3:
How to (Re-)Write an Op-Ed

How to Read Critically

Dr. Andrea Williams
Associate Professor, Teaching Stream
Writing Instruction
Faculty of Arts & Science

Watch
Part 1: How to Read Critically



How to (Re-)Write an Abstract

Professor Avi Cohen
Economics
Dr. Andrea Williams
Writing Instruction
Faculty of Arts & Science
University of Toronto

Watch
Part 2: How to (Re-)Write an Abstract

How To (Re-)Write and Op-Ed

Similarities between the Abstract Assignment and Op-ed Assignment

- **Process**
Writing Stages:
draft, revise, edit
- **Number of Drafts**
At least 4: moving from writer-based to reader-based
- **Peer Assessment**
Use peerScholar for peer assessment
- **Rubric**
Grade is based on the rubric

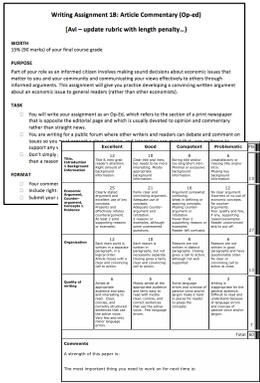
Differences between the Abstract Assignment and Op-ed Assignment

- **In the Abstract Assignment**
you explain the main argument of the article itself, *not* your opinion of it.
Maximum words: 300.
- **In the Op-Ed Assignment**
you tell your audience, *your* main views on the article/issue. You may need to do some research.
Maximum words: 500.

A Clear Thesis
My main argument.

- Tells the reader *my* views of the article or issue.
- Identifying my thesis is crucial because it tells me:
 - What to include in the op-ed for my audience; and,
 - What to leave out.

To Start:
Review the assignment instructions and rubric



The screenshot shows the assignment instructions and a rubric. The rubric table is as follows:

	Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
Content	25	20	15	10	5
Organization	15	12	9	6	3
Style of Writing	8	6	4	2	1
Comments	A strength of this paper is: The most important thing you need to work on for next time is:				
Total	48	38	28	18	9



5 Steps to Build Your Argument

How To (Re-)Write and Op-Ed

1

Identify the major economic issue(s) and potentially competing views

- Identify the economic issue under discussion
 - For example, in Uber article: price elasticity
- Look for controversy: where is there disagreement?
 - For example, in Uber article : should governments regulate industry?
- Take notes *in your own words* (paraphrase)

2

Choose a a point of view

- Is the issue actually controversial?
- Decide what you are arguing for/against
- Use evidence to defend your argument
- Make sure you can explain your argument in 300-500 words.

3

Select your evidence

- What evidence is available?
 - Statistical data, expert opinion, etc.
 - *You may need to do additional research*
- Which evidence best supports your argument?
- How do the different pieces of evidence support each other?

4

Connect your claims and supporting evidence

- Evidence does *not* speak for itself
 - When you include a statistic, explain what it means
 - “These data show that...”
 - “According to [expert], this policy is better because...”
- Start and finish with your strongest points, where readers are most alert

5

Address Counter-Arguments with respect

Ask

- Who might disagree with my position and why?
- Are there contradictions or gaps in my reasoning or evidence?
- What evidence would support an opposing position?

Note

- Treat opposing positions fairly and respectfully to reinforce your credibility

- Is the general public.

Your Audience



How To (Re-)Write and Op-Ed

Your Audience

- Is the general public.
- Is *not* the professor or TAs.



Your Audience

- Is the general public.
- Is *not* the professor or TAs.
- Needs me to write like a journalist, *not* an academic.



How to Get Started

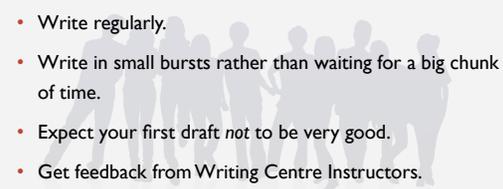
1. Read some good models/examples of *op-ed* pieces from *The Economist* or other suggested sources
2. Analyze these for argument, evidence, structure, style, tone, etc.
3. Choose your economic issue
 - What topics in the course have you found most interesting/challenging/controversial/confusing?

Stop Procrastinating and Start Writing



Stop Procrastinating and Start Writing

- Write early.
- Write regularly.
- Write in small bursts rather than waiting for a big chunk of time.
- Expect your first draft *not* to be very good.
- Get feedback from Writing Centre Instructors.



Don't Submit Your First Draft

Draft, Revise, and Edit

- Good writing requires rewriting.
- To move from writer-based (about me) to reader-based writing (about my audience), you need to:
 1. Draft
 2. Revise
 3. Edit

How To (Re-)Write and Op-Ed

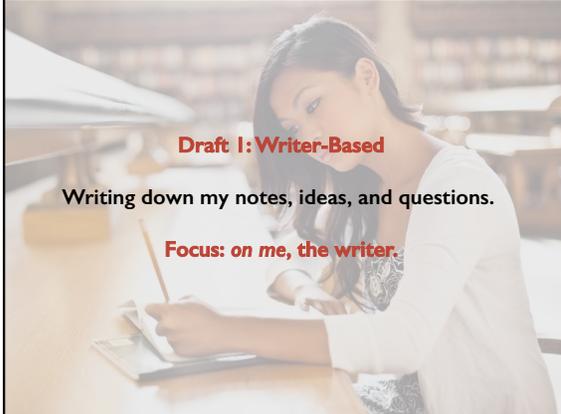
Stage 1. Drafting
Getting notes, ideas, questions down in writing.
Focus: on me, the writer.

Stage 2. Revising
Adding, deleting, rewriting and moving paragraphs, sentences and words.
Focus: from me to my audience.

Stage 3. Editing
Correcting grammar, spelling, punctuation and formatting.
Focus: on my reader, the audience.



Draft 1: Writer-Based
Writing down my notes, ideas, and questions.
Focus: on me, the writer.



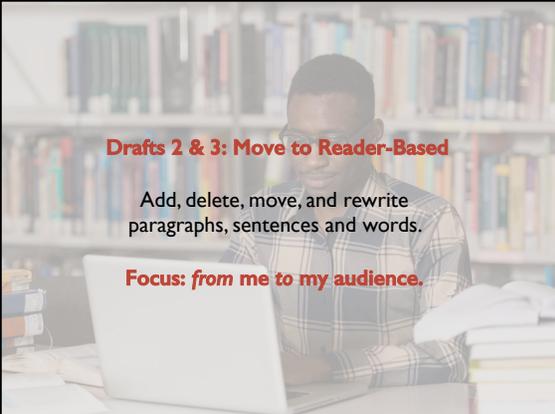
How to Complete Draft 1

- Underline or circle key words and concepts.
- Paraphrase (put ideas in your own words) and summarize key points. *Don't copy the original language from the article*, except a few key terms. *If in doubt, talk to a Writing Centre Instructor.*
- Identify claims, assumptions, evidence, and counter-arguments (opposing points of view).

Draft 1

1. Make observations and judgments about the article.
2. Identify economic concepts or reasoning the article uses.
3. Create *your* thesis (your main argument). Without looking at the article, write in one sentence your thesis.
4. Do you need additional research to support your thesis?

Drafts 2 & 3: Move to Reader-Based
Add, delete, move, and rewrite paragraphs, sentences and words.
Focus: from me to my audience.



How to Complete Draft 2

- Write the topic sentences (or at least topics) for each paragraph, like an outline.
- Once you have the number and order of paragraphs, write 2 to 4 sentences for each paragraph. Check that all sentences in the paragraph relates to the topic sentence.
- Make sure your paragraphs are logically ordered with transitions connecting them.
- Choose a title that reflects your thesis and topic and will catch your readers interest.
- Review your draft for ideas, data, or even wording that you got and cite this.

How To (Re-)Write and Op-Ed

How to Complete Draft 3

- Write a complete draft that you can imagine your readers reading.
- If your draft is **too long** (more than 500 words) then delete less important details. Look for sentences to delete or condense. Delete repetition and secondary details. Look for words to cut out.
- If your draft is **too short** (less than 300 words) then reread the article for more claims and evidence and consider doing additional research (see course LIBGUIDE?).

Tips for a more readable style

- You may use “I” but don’t overuse it (avoid using it more than 3 or 4 times in your op-ed).
 - Good use: “I believe that the more effective policy would be to...”
- Check for sentences where you used *passive voice* and change these, when possible, to *active voice*:
 - Passive voice: “Such practices are understandably detested by people.”
 - Active voice: “People understandably detest such practices.”

Consider the rubric as you revise and edit

	Excellent	Good	Competent	Problematic
Title Does your title entice readers to continue?	18	15	12	9
Introduction Does your introduction catch readers’ attention?	18	15	12	9
Organization Do you give a brief overview of the issue and why it matters?	18	15	12	9
Body of Text Do you define key terms?	18	15	12	9
Conclusion Do you address counter-arguments or pretend there is only one side to the issue?	18	15	12	9
Call to Action Does each main point you make have its own paragraph?	18	15	12	9
Style Do you have a clear call to action in your conclusion that answers the question, “So what?”	18	15	12	9
Total	108	90	72	54

Comments:
A strength of this paper is:
The most important thing you need to work on for next time is:

1. Does your *title* entice readers to continue?
2. Does your *introduction* catch readers’ attention?
3. Do you give a brief overview of the issue and why it matters?
4. Do you define key terms?

Consider the Rubric as You Edit and Revise

	Excellent	Good	Competent	Problematic
Title Does your title entice readers to continue?	18	15	12	9
Introduction Does your introduction catch readers’ attention?	18	15	12	9
Organization Do you give a brief overview of the issue and why it matters?	18	15	12	9
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Style Do you have a clear call to action in your conclusion that answers the question, “So what?”	18	15	12	9
Total	108	90	72	54

Comments:
A strength of this paper is:
The most important thing you need to work on for next time is:

5. Do you address counter-arguments or pretend there is only one side to the issue?
6. Does each main point you make have its own paragraph?
7. Do you have a clear call to action in your conclusion that answers the question, “So what?”

Draft 4: Reader-Based

Correct grammar, spelling, punctuation and formatting.



How to Complete Draft 4

- Edit and proofread for your reader.
- Spellcheck and then print out your latest draft. Read it aloud.
- Get a friend to read your draft aloud and listen carefully to where she stumbles or is confused. Fix awkward or confusing passages.
- Review your paragraph structure (including topic sentences) and the transitions between paragraphs.

How To (Re-)Write and Op-Ed

Draft 4

- The quality of your reasoning is what counts, not big words or complicated sentences so choose your words and build your sentences accordingly.
- It's not just what you say but how you say it that matters so use a polite tone
 - Avoid dismissing opposing views in a disrespectful way

Draft 4 – Submit to peerScholar



1. Copy and paste Draft 4 into the Create text box of peerScholar. Save your file.
2. After you receive feedback from classmates, repeat Drafts 3 & 4.
3. Revise your writing so others can read and understand it.

Advice for ELL (English Language Learner) Students

1. Start early.
2. Discuss your assignment with classmates.
3. Focus on writing clearly, not perfectly.
4. Work from macro to micro issues.
5. Have a native speaker review a draft to point out problem areas, NOT to correct your work.

U of T Writing Resources

