

# Worksheet – Citing Sources

English 50  
Fall 2007

Using 232 and 233 in Building Bridges, please punctuate the material below.

Note: You have an **essay title** here AND a **direct quotation**.

1. According to Skip Downing in the case study Professor Rogers' Trial, Professor Rogers thought her Speech 101 students would enjoy role-playing a real court trial as their last speech for the semester (121)

↓ Check your handout to see where this quotation begins.

Why is only the author's last name used here now?  
\_\_\_\_\_  
\_\_\_\_\_

2. **Downing** notes that the professor also hoped the experience would teach **[her students]** to work well in teams... (121)

Why did this writer use ellipses (...) in this quotation? What does it mean when a writer does this?  
\_\_\_\_\_

Why are these two words in brackets [ ]?

Remember, sometimes the author's name can come at the end of a quotation, and sometimes it can be in the middle of the quotation.

3. Professor Rogers gave all members of the defense team a D for their speeches **declares Downing** (121)
4. Professor Rogers **Downing declares** gave all members of the defense team a D for their speeches (121)

Check your handout to see where this quotation begins.  
↓ And don't use a comma with "that."

5. Downing tells readers that Silvie was furious. **You** can't just decide to leave Donald **out**, Silvie declares (121)

↑ Remember, you only need one quotation mark around a quotation within material you are quoting.

↑  
Remember, you need *two* quotation marks to begin a quotation and to end an overall quotation. And you need to use *one* quotation mark to begin and to end quoted material that is within your overall quotation. .

6. Punctuate and correct this citation for your Works Cited page.

Downing Skip Professor Rogers' Trial On Course 5<sup>th</sup> ed New York

Houghton Mifflin Company 2008 121--122

For help punctuating this citation, please see the Works Cited on your handout of "Professor Rogers' Trial."

Please continue on side 2

Please answer the following questions:

7. When referring to an author for the first time, you should use the author's full name.  
True O False O
8. When referring to an author after you have used his/her full name, you should use only his/her last name.  
True O False O
9. When citing a source from your book, the period goes  
a. at the end of the sentence before the parentheses: . (121)  
b. at the end of the sentence after the parentheses: (121).
10. Always try to use a lead-in phrase (such as *Downing says*) when you use a quotation.  
True O False O
11. Always try to add your personal commentary after a quotation in order to connect the quotation to the context of your essay.  
True O False O
12. Verbs in the lead-in phrase should always be in which verb tense?  
a. past b. present c. future
13. Even if you paraphrase (use your words but an author's idea) you need to cite the source.  
True O False O
14. Put a check  $\checkmark$  next to the correct version of paraphrasing.  
 a. Downing reports that Professor Rogers thought she was doing something to help her students (121).  
 b. Downing reports that Professor Rogers thought she was doing something to help her students. (121)
15. When you're writing an essay, any outside information must be documented in a Works Cited page.  
True O False O
16. Materials in your Works Cited page should be listed in alphabetical order.  
True O False O
17. A teacher can fail a student's paper for not citing sources or incorrectly citing sources.  
True O False O

**Be sure to bring this handout with you when you write your in-class essays.**