TO: Student
FROM: Amy Welde
DATE: April 2, 2019
SUBJECT: #121212/Your Paper for CCJS 345

Congratulations on your progress in writing this assignment for CCJS 345! Your speech is organized well as you respond to the six required elements listed in the assignment instructions.

My name is Amy and it’s my pleasure to work with you today. I am excited to help you with your assignment and hopefully with your overall writing skills. ☺

Before we begin, let’s review a few important guidelines and resources:

- Students may submit one request for advice (either written feedback or live online advising) every 48 hours.
- You are welcome to come to the Effective Writing Center for help at any stage in the writing process, whether you are just getting started an assignment or want feedback on a rough draft.
- Resources to help you revise your writing assignment are hyperlinked within this letter and in the More Resources section at the end.
- Before reading this advice, please review the writing that you submitted. We’ve pasted your draft at the end of this advice letter.

At the EWC we are attentive readers who help you improve as a writer by explaining and modeling effective writing skills. For a more detailed discussion of our services, please click this link and visit the Effective Writing Center web site.

Are You Interested in More Help?

Schedule a Live Advising Appointment!
- The Effective Writing Center also offers live, online advising via teleconference. You can submit an appointment request through the MyUMGC portal.

Attend an Online Workshop!
- The EWC hosts monthly live workshops in Google Hangouts. Our complete calendar is available here.
We will discuss the following strategies that can help you to strengthen your paper:

- using transitions in topic sentences to connect paragraphs
- following APA and your instructor’s formatting guidelines
- fixing grammar errors
- proofreading

As we work on your draft, I will show your writing in purple and my revisions in green.

Although we will cover revisions and rules, your professor’s instructions always take precedence over any advice you receive from the EWC. If you have any questions, refer to your assignment guidelines first and don’t hesitate to ask your professor to clarify any unanswered questions.

Below is a table with an overview of your assignment, what you have completed, and what you need to fulfill the requirements.
<table>
<thead>
<tr>
<th>Assignment Requires</th>
<th>You Have</th>
<th>You Need</th>
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</thead>
<tbody>
<tr>
<td>As a leader in the security profession, you are asked to provide a speech addressing the following:</td>
<td>You address these items in your speech.</td>
<td>Use transitions in topic sentences to connect paragraphs and these six sections.</td>
</tr>
<tr>
<td>(1) Provide a “welcome” statement and a strong introduction describing to the audience the purpose of your speech.</td>
<td></td>
<td>Fix grammar errors.</td>
</tr>
<tr>
<td>(2) Identify and discuss the current operational and other challenges confronting security directors and possible solutions to those challenges.</td>
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<td>Proofread.</td>
</tr>
<tr>
<td>(3) Identify and discuss in detail a security director’s various professional responsibilities in today’s world, including loss prevention, investigation, administrative, and managerial functions.</td>
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<td>(4) Identify and discuss the critical skills required of a security director to fully succeed in protecting an organization’s assets.</td>
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<td>(5) Identify and discuss the significance in establishing strong internal and external relationships to meet security operational objectives and provide examples of the individuals and groups with whom partnerships must be forged.</td>
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<tr>
<td>(6) Provide concluding remarks that summarize your presentation and close your speech with an invitation for the audience to participate in a question/answer discussion session.</td>
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<tr>
<td>At least three sources.</td>
<td>Three sources.</td>
<td>Make sure these sources are cited correctly.</td>
</tr>
<tr>
<td>A minimum of 1,000 to 1,250 words.</td>
<td>1,223 words.</td>
<td></td>
</tr>
<tr>
<td>APA formatting. Double spaced, 12 pt. font, 1” margins, APA citations, and references page.</td>
<td>Some APA formatting.</td>
<td>Follow APA and your professor’s formatting guidelines. Make sure the in-text citations and references are formatted correctly.</td>
</tr>
</tbody>
</table>
You are asked to write a 1,000- to 1,250-word speech using at least three sources. You followed the assignment instructions and used three sources in a 1,223-word speech. You begin with an introduction that provides the audience with the purpose of your speech. You state the purpose at the end of the introductory paragraph:

Because of my expertise as a security director, I would like to discuss security director's professional obligations and responsibilities contemporarily in the global frame. I would also address the merits and relevance of a security director in the development of strong working relationships with numerous internal and external units.

These sentences let the reader know what to expect from your speech. Nice work! I suggest you tweak the wording a bit. Here’s an example:

Because of my expertise as a security director, I will discuss the professional obligations and responsibilities of security directors contemporarily in the global frame. I will also address the merits and relevance of security directors in the development of strong working relationships with numerous internal and external units.

Thesis & Organization

Goals:
- Articulate your thesis, argument, main idea, and/or purpose clearly.
- Organize your document or presentation in a manner that promotes understanding.

Development & Research

Goals:
- Develop coherent paragraphs, points, and/or sections so that each is internally unified and functions as a part of your entire document or presentation.
- Tailor your communications to the audience.
- Provide sufficient support for your ideas.
- Integrate material from research (if required) smoothly into your own content.
We’ll focus on **paragraph development** next. Paragraphs guide the reader through the paper by helping to explain, substantiate, and support your thesis statement. Each paragraph should be unified and discuss one major point or idea. An effective paragraph has three parts: claim, evidence, and analysis.

The first part of a paragraph, the **claim**, is also called the **topic sentence**. This is a way of announcing the main focus of your paragraph. Next, the **evidence** supports your topic sentence. The evidence helps you to “prove” each claim to the reader. Finally, each paragraph should end with an **analysis** or **concluding observation**. This is your way of wrapping up the information you have presented in the paragraph. It is important to end with your own analysis of the information rather than with evidence. In other words, end your paragraph with an emphasis on your own ideas rather than those from other sources.

Your paragraphs are organized well as you discuss the required six elements listed in the assignment instructions. One suggestion I have is to use transitions in the topic sentences of your paragraphs. **Transitions** hold our ideas together, connecting sentences and paragraphs. Good transitions help readers understand how paragraphs work together, reference one another, and build to a larger point. One of the most common places to include a transition is in topic sentences. Let’s take a look at an example of a topic sentence from page 5:

**Security director should have a set of critical skills to fully succeed in protecting the corporation’s assets.**

Below is a revision that connects the previous paragraph about responsibilities with the new paragraph that discusses critical skills.

**In order to perform these various professional responsibilities, security directors should have a set of critical skills to fully succeed in protecting the corporation’s assets.**

Try adding transitions to connect your paragraphs in a logical way. Refer to Refer to [transitions and topic sentences](#) for more help.
Your assignment requirement is to use **APA style formatting**. Be sure to always follow any specific formatting instructions your professor provides you. Here at the EWC, we have two important tools that can help you with APA style. They include the following:

- **all about APA** - a brief guide to using APA style formatting
- **basic APA manuscript style** – step-by-step formatting instructions

Let’s discuss **in-text citations**. Based on the APA's recommendation in section 6.19 of the 6th ed. *Publication Manual* about including visible page numbers, paragraph numbers, or section information when citing specific parts of a source (APA, 2009, p. 179), the UMGC Library and the EWC recommend always including page numbers (or paragraph numbers or section information) in your APA in-text citations. This includes citations of **quotations** (words or phrases from a source) as well as **paraphrases** and **summaries** (the author's ideas rewritten in your own words). We also suggest consulting your course materials or your professor if you have questions or concerns, because professors often have specific citation requirements.

This means you should include the author’s last name and the year either in a signal phrase introducing the material or in parentheses following it. In addition, give a page number, paragraph number, or section information to help readers find the passage. Here is an example: (Dickerson, 2011, p. 71). Here is an example of an in-text citation when the author is introduced in the sentence:

> According to Dickerson (2011), people who adopt a whole-food, plant-based diet are less likely to develop heart disease (p. 71).

This is an example of an in-text citation for a direct quotation when the author is introduced in the sentence:

> According to Dickerson (2011), “Adopting a whole-food, plant-based diet can prevent and reverse heart disease” (p. 56).
When an electronic source lacks stable numbered pages, include paragraph numbers or headings to help readers locate the particular passage being cited. If the source has numbered paragraphs, use the paragraph number preceded by the abbreviation “para.”: (Dickerson, 2011, para. 5). If the source contains headings, cite the appropriate heading in parentheses; you may also indicate the paragraph under the heading that you are referring to, even if the paragraphs are not numbered. Here is an example:

According to Dickerson (2011), “Adopting a whole-food, plant-based diet can prevent and reverse heart disease” (Heart Health section, para. 3).

When providing an in-text citation for a work by three to five authors, list all the authors the first time you cite the source. In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses. For example: (Dickerson et al., 2011, p. 71). When providing an in-text citation for a work by six or more authors, use the first author's name followed by “et al.” in the signal phrase or in parentheses every time you cite the source.

If no author is listed, list the name of the organization as the author. Here is an example: (American Vegan Society, 2017, para. 4).

If no author or organization name is given, use the article title in your signal phrase or the first word or two of the title in the parentheses. Here is an example:

Studies suggest that adopting a healthy lifestyle and plant-based diet can reverse type 2 diabetes (“Reversing Diabetes,” 2014, para. 5).

Make sure the in-text citations are formatted correctly. Here is an example and revision.

Security directors should also monitor the installation of various security systems within the company’s premises such as, electronic security devices, security tags, CCTV cameras and mirrors (Kayworth and Whitten, 2010).

Security directors should also monitor the installation of various security systems within the company’s premises such as electronic security devices, security tags, CCTV cameras, and mirrors (Kayworth & Whitten, 2010).

Take a look at another example: (Asisonline.org., 2019). Instead of using the website link, provide the name of the author, organization, or article title in the citation.

Refer to APA citation examples for help with citing sources throughout your paper.
Make sure your references list at the end of your paper meets APA formatting requirements. Here are examples of an online article with no author, website, newspaper, book, pdf, and periodical:


Make sure the references are formatted correctly. For example, italicize the volume number in the third source, and provide a link if there is one. Refer to Purdue’s reference list to make sure you follow APA guidelines.
Professors often have a hybrid set of rules that I cannot see. I suggest checking your professor’s instructions and using these links to check your work for accuracy.

**Grammar & Mechanics**

Goals:

- Use sentence structure appropriate for your task, message, and audience.
- Follow conventions of Standard Written English.

Watch your use of **capitalizations** in the paper. Typically, the first letter of a sentence, proper nouns, and the pronoun “I” are capitalized. Words such as past presidents, volunteer, and headquarters should not be capitalized. Refer to the EWC’s tutorial capitalization.

A **semicolon** is often used to join two independent sentences. The semicolon in the following example is not used correctly:

Finally, security directors should; assist or lead in the investigation following a loss of company’s assets, monitor and keep track of company’s inventory of assets and participate in the process of documentation of company’s policies.

Finally, security directors should assist or lead in the investigation following a loss of company’s assets, monitor and keep track of company’s inventory of assets, and participate in the process of documentation of company’s policies.

Refer to Semicolons, colons, and dashes - The Writing Center.

One issue I see in your paper is the comma splice. A **comma splice** occurs when two independent clauses are connected with only a comma. There are a few different ways to correct a comma splice. Consider the following sentence and the revised versions that follow it.

Comma Splice: My family bakes together nearly every night, we then get to enjoy everything we make together.

- **Correction 1**: My family bakes together nearly every night. We then get to enjoy everything we make together.
The comma splice has been corrected by breaking the sentence into two separate sentences.

- **Correction 2**: My family bakes together nearly every night, and we then get to enjoy everything we make together.

The comma splice has been corrected by adding a coordinating conjunction and a comma.

- **Correction 3**: After my family bakes together nearly every night, we get to enjoy everything we make together.

The comma splice has been corrected by adding a subordinating conjunction and a comma.

- **Correction 4**: My family bakes together nearly every night; we then get to enjoy everything we make together.

The comma splice has been corrected by replacing the comma with a semicolon.

Below are examples and revisions:

Other than winning the market, making huge profits and influencing policies, companies need to conserve their secret and assets, this is where security comes in.

Other than winning the market, making huge profits, and influencing policies, companies need to conserve their secret and assets; this is where security comes in.

Networked communication is involved in every aspect of corporate management; therefore, cyber breach is not just the worry for the IT department anymore but a major concern for the security directors.

Networked communication is involved in every aspect of corporate management, therefore, cyber breach is not just the worry for the IT department anymore but a major concern for the security directors.

Here is another example of a comma splice that you need to fix:

They must therefore possess critical skills that are relevant to performing these
functions of the life of the company depends majorly security director successfully doing their job.

Look for other errors, including missing commas:

Risk of cyber-attacks, terrorism, and theft are a major threat to companies, businesses, industries, and corporations, especially with today’s technology.

Cyber-attacks is are a threat to every organization. They can compromise the company systems, security access, payment systems, financial data, and personnel files.

This is to ensure that every aspects aspect that are is a threat to physical security risk are is identified and remediated accordingly to prevent future risks.

Use the plural form of “security directors” and remove the comma:

Security director’s investigative responsibilities include, providing comprehensive investigative advice to the firm by performing risk analysis (Kayworth and Whitten, 2010).

Security directors’ investigative responsibilities include providing comprehensive investigative advice to the firm by performing risk analysis (Kayworth & Whitten, 2010).

The following are a set of rules explaining when to use commas:

1. Use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions: and, but, for, or, nor, so, yet.

2. Use commas after introductory a) clauses, b) phrases, or c) words that come before the main clause.

3. Use a pair of commas in the middle of a sentence to set off clauses, phrases, and words that are not essential to the meaning of the sentence. Use one comma before to indicate the beginning of the pause and one at the end to indicate the end of the pause.

4. Do not use commas to set off essential elements of the sentence, such as clauses beginning with that (relative clauses). That clauses after nouns are always essential. That clauses following a verb expressing mental action are always essential.

5. Use commas to separate three or more words, phrases, or clauses written in a series.
6. Use commas to separate two or more coordinate adjectives that describe the same noun. Be sure never to add an extra comma between the final adjective and the noun itself or to use commas with non-coordinate adjectives.

7. Use a comma near the end of a sentence to separate contrasted coordinate elements or to indicate a distinct pause or shift.

8. Use commas to set off phrases at the end of the sentence that refer back to the beginning or middle of the sentence. Such phrases are free modifiers that can be placed anywhere in the sentence without causing confusion.

9. Use commas to set off all geographical names, items in dates (except the month and day), addresses (except the street number and name), and titles in names.

10. Use a comma to shift between the main discourse and a quotation.

11. Use commas wherever necessary to prevent possible confusion or misreading.

Refer to Purdue’s rules for commas for more details and examples.

Proofreading your paper is an important component of the writing process. Reading your paper out loud is particularly helpful for many things, including sentence clarity, grammar, punctuation, and tone. It is also helpful to have another person read over your paper to check for proofreading errors. A little extra time editing and proofreading your paper will help you to catch mistakes and polish your paper. Refer to the EWC’s proofreading checklist.

For more specific help with grammar, please go to the grammar help page.

Summary

It was a pleasure to work with you on your assignment. You are off to a great start and remember that writing is a process. ☺ Good luck! As you continue your work on this assignment, be sure to work on the following:

1. Use transitions in topic sentences to connect paragraphs and ideas.
2. Follow APA and your professor’s formatting guidelines. Make sure the in-text citations and references are formatted correctly.
3. Fix grammar errors.
4. Proofread your paper.

**Writing Advisor:**

Amy
The Effective Writing Center
[www.umgc.edu/ewc](http://www.umgc.edu/ewc)
University of Maryland Global Campus
3501 University Boulevard East, Adelphi, Maryland 20783

**More Resources**

UMGC Effective Writing Center
[www.umgc.edu/ewc](http://www.umgc.edu/ewc)

EWC Live Advising
[http://polaris.umgc.edu/ewc/web/live_advising.html](http://polaris.umgc.edu/ewc/web/live_advising.html)

UNC Writing Center
[http://writingcenter.unc.edu/resources/handouts-demos](http://writingcenter.unc.edu/resources/handouts-demos)

Purdue Online Writing Lab
[http://owl.english.purdue.edusitemap/](http://owl.english.purdue.edusitemap/)