



# Time Management Support Group

Week 4: Oct 25<sup>th</sup>, 2021

# Paper Writing - INTROS

- FOCUS + STRUCTURE = PURPOSE
- Intro = an overview of the contents of the paper
- Must include background/context info in order for the paper to make sense to the reader
- How long should the intro be? *Approx. 10-20% the length of the full paper*

# How do you write an introduction?

*The intro should answer these 3 questions:*

1. What is the topic? (i.e. what are you being tested on in this paper?)
2. What is the connection to public health?
3. What exactly does your paper do?

*The intro is typically a 5-6 sentence response to these questions.*

# What does the thesis do?

- The thesis briefly outlines the argument of the paper.
- It can be answered by this question: “What does your essay do?”
- Example: *“This paper defines the residual and institutional views of social welfare, examines the effects of these views on current policy, and argues for the elimination of means testing.”*

# Sample Outline

In this example:

- ~10% of the length = intro
- ~80% = body (split up into 7 parts)
- ~10% = conclusion

## **Introduction (half a page)**

- What is the topic of the essay?
- How is this topic connected to social work?
- How does your paper address this topic?

## **A Time I Needed to Ask for Help (half a page)**

- Identify and briefly describe a time in your life when you had to ask for help. What feelings came up for you? (e.g., anxiety, sadness, ambivalence, etc.)

## **The Role and Positionality of the Person (half a page to three quarters)**

- Without naming the person you asked to help you, please identify if the helper was a family member, a friend, a counselor, or another role not listed here. Identify who had the power in the exchange between you and the person you asked for help. If you held power, how did you use your power? What was your positionality? What was the other person's positionality?

## **Anticipation and Reaction (half a page to three quarters)**

- What were the reactions of the person when you asked for help? As you prepared yourself to make the request for help, what reactions were you expecting? Which reactions caused you to feel most apprehensive?

## **Three Lessons (a page to a page and a half)**

- Identify three lessons you have learned from this period of your life. Are any of the lessons related to issues of power, privilege, and oppression? How might these lessons impact your beliefs about asking for help?

## **What I Would Do Differently (one page)**

- If you had been in a similar position to help, explain what you would have done differently from this person and why.

## **What I Would Do the Same (one page)**

- If you had been in a similar position to help, explain what you would have done the same and why.

## **Social Work Professional Roles and Boundaries (one page)**

- How do you recognize and manage conflicts between personal and professional values?
- How do you recognize and deal with differences in power and positionality?

## **Conclusion (half a page)**

- What is your biggest takeaway from this assignment?
- How will this information make you a more effective social worker?

# Paper Writing - CONCLUSIONS

- The conclusion reiterates the overall purpose and point of the paper.
- How long should the conclusion be? *Approx. 10-20% the length of the full paper*
- *Answer these questions:*
  1. What is the biggest takeaway from your paper?
  2. How will the information or knowledge you have demonstrated throughout this paper make you a more effective public health worker?