Integrating Evidence into Your Writing
Part 2: Reporting Verbs, Signal Words and Quotations

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Learning Outcomes

By the end of this presentation, you should be able to:

- Integrate evidence from your sources into your writing to support your claims and points.
- Use reporting verbs and signal words effectively when integrating evidence.
- Quote judiciously.
Overview of Presentation

1. Define and provide examples of reporting verbs.
2. Define and provide examples of signal words.
3. Learn when it is appropriate to quote.
4. Discuss how to integrate quotations into your writing.
Reporting Verbs

Reporting verbs are used to introduce ideas or evidence from sources.

- Examples of reporting verbs are “found,” “propose,” “suggest” and “conclude.”

- Reporting verbs have different meanings. It is important to use them correctly.

- It is also important to use them in such a way that your reader knows which ideas are yours and which come from your sources.
## Reporting Verbs

<table>
<thead>
<tr>
<th>Common Reporting Verbs</th>
<th>Use</th>
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<tbody>
<tr>
<td>suggest, argue, claim, maintain, contend, assert, propose</td>
<td>Used to present a scholar’s argument/position (“Suggest” is not as strong as the other verbs but is widely used to present a position.)</td>
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<tr>
<td>according to</td>
<td>Used to present a scholar’s argument or position.</td>
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<td>study, research, report, investigate, examine, develop, describe, show</td>
<td>Used to explain what a scholar/researcher did</td>
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<td>find</td>
<td>Used to report research findings</td>
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<tr>
<td>conclude</td>
<td>Used to explain a scholar’s interpretation of his/her findings</td>
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<td>agree, accept, concur</td>
<td>Used to show a scholar agrees with something or someone</td>
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<tr>
<td>disagree, challenge, dispute, call into question, differ</td>
<td>Used to show a scholar disagrees with someone or something</td>
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<tr>
<td>mention, says, said</td>
<td><strong>Avoid</strong> – too casual; “mention” suggests that something doesn’t really matter</td>
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Reporting Verbs: Examples

- Ash (2014) *suggests* that sentences for impaired drivers are typically too lenient.
- As Ash (2014) *suggests*, sentences for impaired drivers are typically too lenient.
- Miriel et al. (2002) and Sodec (1999) *found* that energy consumption was reduced when radiant panels rather than all-air systems were used.
- Scientists generally *agree* that apomixes promises substantial economic benefits in transforming the agricultural commercial landscape (Grossniklaus, Koltunow & Campagne, 1998; Pupilli & Barcaccia, 2012; Sharbel, 2014).

Reporting Verbs Not Followed by “That”

Most reporting verbs are followed by “that.” The verbs below are an exception. They are typically followed by a direct object.

- **Provide** - Atkinson et al. (2015) provide insight into the reasons why provincial spending patterns tend to converge.
- **Describe** - Taylor (2013) describes the processes that occur during the developmental stage of the flower.
- **Discuss** - Wenzel (1999) discusses the many ways that scientists in the Arctic have used traditional knowledge in the past 50 years.
Signal (Connecting) Words

- Signal words and phrases are expressions used by the writer to guide the reader through a paper.
- Examples are “first,” “second,” “third,” “additionally,” “but,” “however,” “although” and “conversely.”
- Think of signal words as signposts that convey information about logical connections, relationships, and the order of ideas.
## Signal Words Used to Integrate Sources

<table>
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<tr>
<td>similar; similar to; similarly; likewise; both...and; also; not only ... but also</td>
<td>Gupta (2011) found that adolescents’ concentration skills are sharpened by time spent on social media. Similarly, May (2009) observed that teenagers ... . Both May (2009) and Gupta (2011) found ... . Jones (2010) also found that ... . In similar research, Smith (2010) concluded that ... . Likewise, Frank and Sock (2014) ... .</td>
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<tr>
<td>comparable to; compare to/with; correspond with; related; relate(d) to</td>
<td>The Canadian results are comparable to/correspond with those of a similar size French study by Robert (2012). In related research, Brown (2013) found that ...</td>
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<tr>
<td>contrary; on the contrary; on the other hand; in contrast; in contrast to; unlike; conversely</td>
<td>Contrary to/unlike/in contrast to Kim, Gupta (2011) found that adolescents’ concentration skills are sharpened by time spent on social media. Smith (2010) found that, on the contrary, adolescents’ skills are dulled by social media. Conversely, Brown (2013) found that ...</td>
</tr>
<tr>
<td>whereas; while; however; although; but; nonetheless; notwithstanding</td>
<td>Whereas Smith (2010) found that time spent on social media dulled adolescents’ concentration skills, Gupta (2011) found that it actually sharpened these skills. However, it should be noted that Gupta’s study had a small sample of only twelve subjects.</td>
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Quotations

- The surest way to lose your writer’s voice is to use too many quotations, especially long ones.
- In long quotations, the original author’s voice, argument and logic intrude into your own argument and logical development of ideas.
- Professors prefer paraphrases and summaries because they show that you understand an author’s ideas and evidence and how they support your own argument.
- Some disciplines have no tradition of quoting, but you still have to use quotation marks and include the page number if you use three or more words in a row from a source.
Use Quotations Only in These Circumstances

- When the author’s words are particularly striking and paraphrasing them would detract from the strength of the statement.
- When you intend to analyze in depth the precise language contained in the quotation.
- When the authority of the author’s actual words lends support for your argument.
- When using official or legal material or technical terms that should not be paraphrased.
Types of Quotation

- **A short quotation**: A quotation of less than 40 words that is integrated into the grammar of your sentence.
- **Parts of a quotation**: Words or groups of words extracted from the original quotation and integrated into your own sentence.
- **A block quotation**: A quotation of 40 words or more. APA guidelines require such quotations to be set off from your paragraphs in what is called a “block quotation.”
Integrating Quotations into Your Sentences

If you do use quotations, integrate them into your own sentences.

- You may need to leave out parts of the quotation. Use three dots – an ellipsis – to indicate that words are missing.
- You may need to slightly alter the grammar of a quotation. Use square brackets to indicate that you have made a change.

Example

Baker (2012) makes a strong case for revising the guidelines, which have not been re-written since 1967, arguing, “if [they] were revised ... the communication problems ... would be solved” (p. 62).
Summary

- Reporting verbs are key tools for introducing evidence and ideas from your sources.
- Signal words are used to guide your readers through your paper.
- Signal words reveal connections, relationships and sequence.
- Quotations should be used sparingly.
- If you do use quotations, integrate them into your own sentences using ellipsis and square brackets to subjugate the quotation to your own voice.