

## Help! Help! I need help!

Directions: Read the following scenarios below. Use the following websites to find answers to email to your learners.

**Capella Library Website & Library Research Handbook:**  
[www.capella.edu/library](http://www.capella.edu/library)> Guide & Tutorials

### Online Writing Center:

<http://www.capella.edu/interactivemedia/onlineWritingCenter/index.aspx>

1. Betty emails you with the following, “There are no articles in the Capella Library on my topic.” What can you send to Betty?

2. You are reading a discussion post the topic for his project. Ron’s topic is very broad and too general for the 10-page paper. What can you send to help him?

3. Jack has posted the following question in the Ask Your Instructor discussion board, “I do not know what an annotated bibliography is. Are there any examples?” There are no additional resources posted in the course itself even though one of the assignments is an annotated bibliography. What can you post?

4. You are reading through Rachel’s paper. Although the assignment requires the use of peer-reviewed articles you notice *Time*, *The New York Times* and a trade journal listed. What can you send to help Rachel not repeat this mistake in the future?



## The Writing Process

from Writing Handbook



5. Beth is a new Capella learner. She has been out of school for 15 years and sent you an email expressing her intimidation with the research and writing process. What can you send her?

6. Frank sent you the following question, “Another instructor told me that I was cutting and pasting my sources to make my point. I thought that was what I was suppose to do. So what else should I be doing?” What resources may help?

7. Sam emails a question to you on why Capella uses the APA citation style. What resources can you include in your response?

8. You are reading through the weekly discussion posts and Linda posts that she is worried about plagiarism and is worried she will inadvertently commit plagiarism. What can you send her?

9. Roger sends you an email that he does not understand some of the terms and concepts list in the courseroom and that the textbook does not provide enough information. What can you send him?