

Annotated Bibliography-Communication 105 Process Check # 3

(Adapted from Purdue Owl, APA 6th edition)

Definitions

A **bibliography** is a list of sources (books, journals, websites, periodicals, etc.) one has used for researching a topic. For APA, bibliographies are called "References." A bibliography usually just includes the bibliographic information (i.e., the author, title, publisher, etc.).

An **annotation** is a summary and/or evaluation.

Therefore, an **annotated bibliography** includes a summary and/or evaluation of each of the sources. For purposes of this assignment, your annotated bibliography should do the following:

- **Summarize:** For each annotation summarize the source. What are the main arguments? What is the point of this book or article or website? What topics are covered? If someone asked what this source is about, what would you say? The length of your annotations will determine how detailed your summary is.

For more help, see our handout on [paraphrasing](#) sources.

- **Assess:** After summarizing a source, you should evaluate it. Is it a useful source? How does it compare with other sources in your bibliography? Is the information reliable? Is this source biased or objective? What is the goal of this source?

For more help, see our handouts on [evaluating resources](#).

- **Reflect:** Once you've summarized and assessed a source, you need to ask how it fits into your research. Was this source helpful to you? How does it help you shape the development or argument for your speech? How can you use this source in your informative/persuasive speech? Has it changed how you think about your topic? What specific pieces of supporting material will I pull from this source? What are some direct quotes I could use or paraphrased information?

Why should I write an annotated bibliography?

To learn about your topic: Writing an annotated bibliography is excellent preparation for a writing a speech. Just collecting sources for a bibliography is useful, but when you have to write annotations for each source, you're forced to read each source more carefully. You begin to read more critically instead of just collecting information. To help you formulate a thesis: Every good speech has a clear central idea. The purpose of research is to state and support a thesis. So a very important part of research is developing a thesis that is debatable, interesting, and current. Writing an annotated bibliography can help you gain a good perspective on what is being said about your topic. By reading and responding to a variety of sources on a topic, you'll start to see what the issues are, what people are arguing about, and you'll then be able to develop your own point of view.

Sample APA Annotation Bibliography Speech on Politeness Theory

Ebert, L. A., & Floyd, K. (2004). Affectionate expressions as fact-threatening

acts: Receiver assessments. *Communication Studies*, 55, 254-270.

Summarize: This study applied politeness theory to the task of predicting receiver's responses to affectionate messages from adult platonic friends. Results indicated that direct affectionate messages were the most supportive of positive face and also the most threatening to negative face, while indirect messages supported positive face and threatened negative face the least. The implications of these findings both for affection research and for politeness theory are discussed.

Evaluate: This source will be beneficial to me for this speech. It comes from a reputable source that is peer reviewed and provides some important definitions that will be good background information for my speech on the theory. However, it is meant to be an academic source, so I will need to adapt the information to suit my audience.

Reflect: Here are some direct quotes I will likely use from the source:

“A fundamental assumption of politeness theory is that all individuals have, and are concerned with maintaining face. “

“Brown and Levinson (1987) identified two types of face need to which individuals are assumed to attend.”

“Positive face refers to one's desire for acceptance and approval from others.”

“Negative face refers to one's desire for autonomy and freedom from imposition and constraint.”

p.255

The annotation above both summarizes and assesses the article in the citation. The first paragraph provides a brief summary of the article, covering the main points of the work. The second paragraph points out the article's strengths and evaluates its methods and presentation. The third paragraph reflects on what specific information you will use from the source in your own speech. It could be direct quote(s) or paraphrased material. To turn this in, please staple or paper clip a **photocopy of the 1st page of each annotated source to your bibliography.**