1. Writing outlines/abstracts

Aim of essay:

Write a descriptive text that shows awareness of the interplay of business and politics in a sport/physical activity at both a local and global level.

Preparation:

Get an overview of the interplay in your chosen sport. What involvement does business and politics have? What would we have to be aware of? Would we need to modify our speech and actions? What might be off-limits? etc.

Possible outline/abstract structure:

- Title
- The Hook - What is the essay about and why is this interesting or important (eg why should we care?)?
- What aspect are you covering? What is your scope? For example, you may cover 3 out of a possible 6 views that exist in a particular sport.
- Why is the reason you've chosen these aspects and why are these important?
- What views/ideas/solutions exist and what are the reactions to these?
- Which ones are getting the most attention and why?
- If you are writing a narrative, what were the consequences of events/actions?

1.1 Writing an abstract

What is it?

- summary of the information (usually an article or report) which is to follow
- usually printed below the title and above (or before) the article
- either a summary of the introduction and the main conclusions, or a summary of all the sections of the paper: the introduction, key issues, solutions, conclusion
- a mini version of the paper (often the only section read)

What is its purpose?

- give the reader a concise overview of the whole article
- useful way to find out what an article is about without having to read all of it

Conventions

- typically between 150 and 250 words
- no referencing; it should make sense on its own
- don't need to refer to anything in the article, such as tables and figures
- abbreviations should be avoided

Tips:

- avoid unnecessary detail; write only what is needed to understand your point or meaning

- keep sentences clear, and check the flow of writing by reading aloud to hear how it sounds.

Before you start writing you need to be **clear** on the aspect under discussion: what you will discuss and why. The strength of your article depends on the **depth of your discussion**, that is, considering a range of questions about the aspect, eg who is saying what, why, what are the reactions, what attracting the most/least attention and why, what is being ignored, among others.

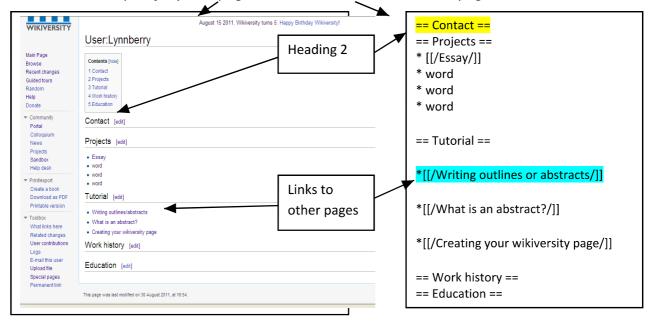| Good example	Poor example
Concrete and specific information, with a clear purpose	*Too vague; no idea what the definition and results are for*
Caffeine has been considered to be a harmless stimulant drug, however it has been found to have mixed effects on performance and to produce toxic effects and symptoms of drug dependence. Varying degrees of caffeine usage have been associated with differences in caffeine metabolism. High caffeine usage has recently been found to reduce caffeine effects. This experiment aimed to examine caffeine effects on high, medium and low caffeine users performing motor and cognitive tasks. It was hypothesised that caffeine effects would be reduced in the high user groups, and that caffeine would produce negative effects in motor performance and positive effects in cognitive performance in low caffeine users. University students (163) were divided into small, medium, high user and control groups. The cognitive task proved insensitive to changes in variables. Motor task performance supported the hypothesis. A strong user effect was found. Tolerance was implicated as a confounding variable aid should be controlled for in future studies.	Several definitions are offered and one is operationalised. Recent results are examined in some detail, and illustrative examples are included. Data are collated in a detailed appendix and implications for further research are noted.

(Examples from www.latrobe.edu.au/learning/assets/downloads/abstract.doc)

2. Creating your wikiversity page

- Create a user page: go to Wikiversity.com > English > Login/Create an account > Create an account
- Once you've confirmed your email address, you can get started
- Click your account name - top right - that's your user page

- Select edit (on the top right)

- Link to a sub-page, e.g. [[/The name of my essay/]]

- On this sub-page, add your abstract. Later, you'll add headings and subheadings.
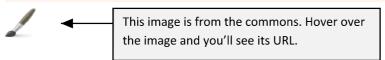
This is an example of my user page and the wiki code to create the page:

Heading 2

Links to other pages

```
== Contact ==
== Projects ==
* [[/Essay/]]
* word
* word
* word

== Tutorial ==

*[[/Writing outlines or abstracts/]]

*[[/What is an abstract?/]]

*[[/Creating your wikiversity page/]]

== Work history ==
== Education ==
```

Remember to: write > save (or preview) > edit > save

2.1 Inserting images

To upload files you have to have an account with [Wikimedia commons](#). You can use the Upload Wizard which also prompts you to say what type of copyright licence you'd like, eg [Wikimedia Commons Upload Wizard](#). After uploading you are given a code to embed the image or a link to the image. It is a good idea to have a record of the images you upload, particularly the names, as they will be easier to find later. You can upload up to four images at a time.

This image is from the commons. Hover over the image and you'll see its URL.

Use the Help on the right W'sity menu http://en.wikiversity.org/wiki/Help:Contents to find more information for creating tables and other formatting requirements.

What you need to know about images in W'sity

.jpeg	for detail, eg photos	best to optimize to reduce size; compression level 95 where 100 is best quality; for losslessly compress use JPGExtra
.png	for screenshots	no larger than 12.5 megapixels
.svg	for charts, diagrams & other images with few details; not photos	SVG = scalable vector graphics;
.giff	for animated images	

- If you're not able to produce a diagram in SVG, choose PNG rather than JPEG
- Avoid captions in images; best to add text captions
- If you add your own image to the commons, you give approval for others to use, copy, modify and sell it

More details here:

- http://commons.wikimedia.org/wiki/Commons:First_steps/Quality_and_description
- http://commons.wikimedia.org/wiki/Commons:Preparing_images_for_upload

What you need to know about sound and video in W'sity

MP3, WMA, WMV, MPEG	not permitted due to patent issues	
audio	MIDI .mid	Ogg vorbis .ogg
video	Ogg theora .ogg .ogv	
max. size	20 megabytes	

Formatting tips

- New paragraphs: Enter x 2, or use <p>TEXT </p>
- Headings:
  - use second-level heading (==)
  - use third-level headings (===) for sub-heading; avoid skipping levels
  - table of contents - automatically generated for an article with 4 or more sections.
- Images
  - Unless you specify, images default to the right. To send them to the left or centre, add the command after |, for example, [[File:MyUserPage.png|thumb|center]]
- Use * for bullet points; # for numbered lists; : to indent
- See Help for tables

Read the information about copyright. Do you have permission to use content/images/etc? If yes, how – can you modify? If you can't modify, what acknowledgement do you provide?