

Here are some additional instructions to help make things clear and simple:

1. **Choose the focus of your essay.** This means that based on the essay prompt, you can choose to discuss the benefits of virtual communication over face-to-face. You can also choose to only focus on the demerits (drawbacks) of virtual over face-to-face. Alternatively, you could choose to discuss the opposing views of the writers of the three readings. You could argue in favor of one view and

2. **BLEND ideas together.** Remember that the purpose of synthesizing information is to combine ideas together meaningfully. It is about being resourceful with what is available to you. Think of the readings as the only sources you have; you **MUST** use them in your writing.

Use the three readings to support your ideas in your essay. Some authors views will agree with yours - use them to support your claims. Others will oppose your views, use them if it makes your claim/idea stronger for the reader.

If two readings have similar views, you could combine the ideas and present them together.

skills: Synthesizing involves using information from sources other than yourself. Therefore, you should quote, paraphrase, or summarize **WITH DUE CREDIT** to the writer, when you use their ideas in your essay to support your claims.

Take things slowly; this is your first synthesis essay. Also remember that you have already practiced citing sources in your previous essays; this is very similar: Using others' thoughts and ideas to support your own. It is that simple.