

CDA Worksheet

Focus – Organized Institutional Power

- Discourse structures: routines, genres, forms, frameworks
- What models and social representations link social group dominance with the choice of specific discourse forms?

Macro – Context and Socially Enforced Rules

- What is the problem?
- Authors and endorsers
 - Org or individual?
 - Known for particular stances and views?
 - Organization's mission, values, infrastructure
- Target audience of the document
- Key publications/materials
- Medium
- Production process
- Overview
 - Genre: argument, description, exposition, etc.
 - Gloss: meaning of a word (multiple = glossary)
 - Specific words/concepts
 - Major themes of materials
- Structural analysis
 - Headers
 - Appendices?
- Broader: socio-political and historical contexts in which the discursive practices are embedded in and related

Micro – Individual statements or discourse fragments

- Cohesion e.g. use of anaphora (repetition of a word or expression at the beginning of successive phrases, clauses, sentences, or verses especially for rhetorical or poetic effect)
- Coherence – how sentences, ideas, and details fit together so readers can follow along easily; underlying organizer which makes the words and sentences into a unified discourse that conforms to a consistent world picture; unified; configuration of concepts
- Repetition
- Synonyms
- Parallelisms
- Pronouns in referencing anything previously mentioned
- Transitional words – cues readers to relationships between sentences/fragments
- Sentence patterns
- Tense
- Phonology: systematic organization of sounds

- Morphology: structure of morphemes and other linguistic units such as root words, parts of speech, intonations and stresses, etc.
- Syntax: arrangement of words and phrases, order in which words are put together – reflect authors' purpose
 - Sentence types
 - Sentence lengths
 - Sentence modes: declarative, imperative, etc.
 - Speaker's authority in relation to truth value of the statement
 - Active or passive sentences
 - Sentence structures (simple, compound, complex)
 - Juxtaposition
 - Specific kinds of punctuation
 - Sentence beginnings
 - Arrangement of ideas in sentences
- Lexicon
- Semantics
- Tone
- Discourse structures
 - Argumentation
 - Rhetorical figures e.g. rhetorical questions, hyperboles, denials, euphemisms, etc.
 - Quoting
- Literary figures: allegories, metaphors, similes, idioms, proverbs
- Modalities: should, could, etc.
- Evidentialities: e.g. 'of course,' 'obviously,' 'as everyone knows'