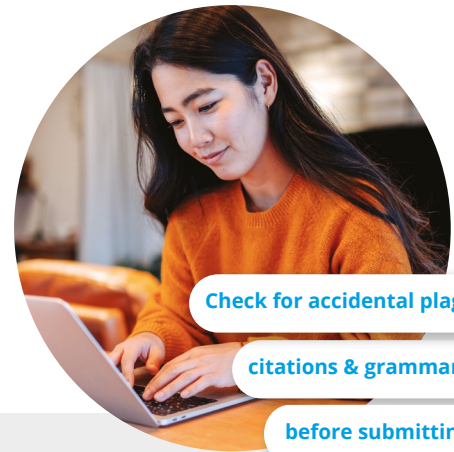


# Get started with Turnitin Draft Coach™ in Microsoft® Word on the web

## A student's guide

Whether a research paper or short-answer assignment, ensure your work is original before you hand it in. Get immediate feedback on your citations, grammar, and text matches with Turnitin's databases while writing in Word on the web.



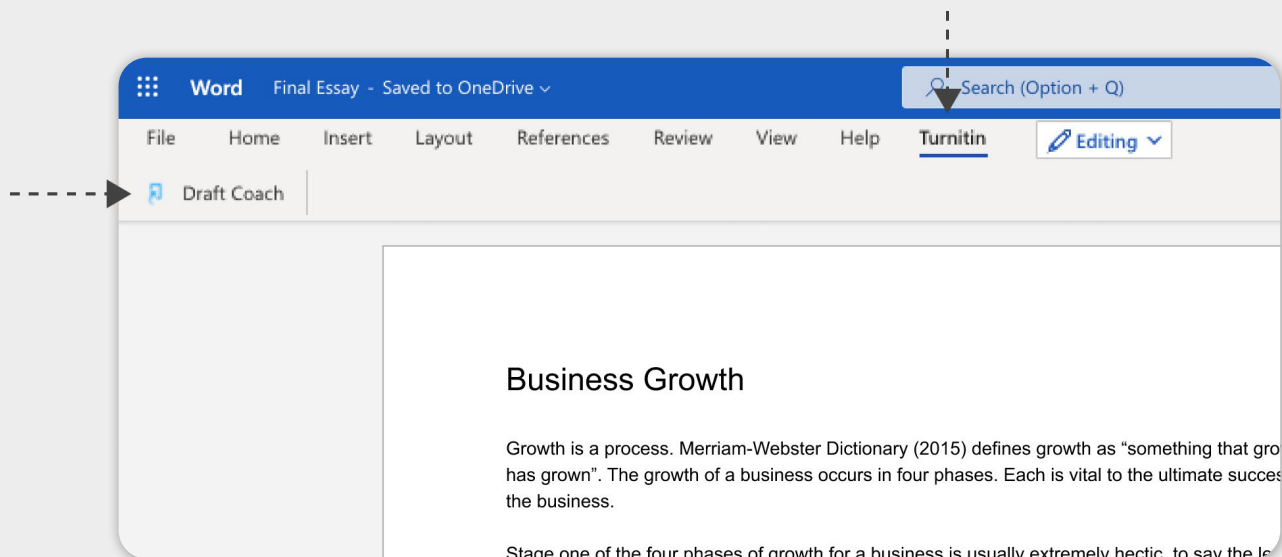
Check for accidental plagiarism,

citations & grammar issues

before submitting work

## Here's how to turn in your best work with Draft Coach

1. Open Word on the web using your school issued Microsoft 365 account.  
*Draft Coach will not work with your personal Microsoft 365 account.*
2. Click on the **Turnitin tab** in the Word ribbon and then **Draft Coach**.



3. The Draft Coach sidebar will appear to the right of the paper. Accept the terms and conditions by clicking the box "I agree..." -- *you'll only need to do this the first time you use Draft Coach.*

4. To identify similarity, citation and grammar issues, click on: **a** Go to Similarity, **b** Go to Citations, or **c** Go to Grammar. You can run a maximum of 3 similarity checks.

**Business Growth**

Growth is a process. Merriam-Webster Dictionary (2015) defines growth as “something that grows or has grown”. The growth of a business occurs in four phases. Each is vital to the ultimate success of the business.

Stage one of the four phases of growth for a business is usually extremely hectic, to say the least. During this stage, the entrepreneur assumes all or most of the duties necessary to facilitate day-to-day operations “such as marketing, production or service delivery, accounting, credit, and collections (Flamholtz & Randle, 2012, p. 1). Essentially, production happens by any means necessary and there is little to no formal structure to the business.

While there are still growing pains to be soothed, phase two is a little more structured than the first. This is when the incorporation of more workers into the organization allows the owner to assume more “managerial duties such as hiring, scheduling, supervising, and payroll” (McCubbrey, 2009, p. 79) while continuing to facilitate day-to-day operations as an employee.

Having a business name does not separate the business entity from the owner, which means that the owner of the business is responsible and liable for debts incurred by the business. If the business acquires debts, the creditors can go after the owner’s personal possessions. A business structure does not allow for corporate tax rates. The proprietor is personally taxed on all income from the business.

Stage three is, undoubtedly, a milestone for any business. The inclusion of managers not only enhances the organizational structure, but allows the owner to operate more as a CEO and less as an employee, or manager. Managers work directly with employees and serve as the “middle men/ women” between the owner and the workers.

In this advanced phase, or phase four, the business is departmentalized and managers exist in each department and at each level. Job descriptions are clearly defined and employee systems are

**Turnitin Draft Coach**

Details Similarity Citations Grammar

**Turnitin Draft Coach**  
Tools to help you in your writing process

Here’s where to get started:

**Similarity Check** **a**  
Check your paper for plagiarism  
3/3 checks left [Go to Similarity](#) →

**Citations Check** **b**  
Track your sources and citations  
Unlimited Checks [Go to Citations](#) →

**Grammar Guide** **c**  
Check your work for grammar errors  
Unlimited Checks [Go to Grammar](#) →

Having any trouble with Draft Coach?  
[Get Help](#)

For more help, check out links throughout the add-on such as “What should I do with this report?”, “How should I use these checks?” and “What should I do with my score?” And, don’t forget about our help pages.

**Turnitin Draft Coach**

Details Similarity Citations Grammar

**Your Citations Report**

In your text, we detected:

- 15 Citations
- 5 References
- MLA Format

Last checked: Oct 22 8:22 PM EST

**Issues**

What should I do with this report?

(S.Carter, 2009, p. 79) Pg. 2  
Reference with no citation

(McCubbrey, 2009, p. 79) Pg. 2  
Citation with no reference  
...“managerial duties such as hiring, scheduling, supervising, and payroll” (McCubbrey, 2009, p. 79)  
This citation has no matching reference in your bibliography.

**Guidance**

Each source that you cite within your text should have a matching reference listed in your bibliography at the end of the document.

Be sure that each source you quote,

[Run New Citations Check](#)

What should I use these checks?

**Turnitin Draft Coach**

Details Similarity Citations Grammar

**55%**  
Overall Similarity  
This check run Jul 1 1:24 PM EST

What should I do with my score?

1	Turnitin School on 20..	30%
2	en.wikipedia.org	12%
3	rdw.rowan.edu	7%
4	sophia.stkate.edu	6%

You can run 2 more similarity checks.

[Run New Similarity Check](#)

[View Full Report](#)