

Name and number _____

Plot and Setting Project

Submission Guidelines grade _____

Mechanics grade _____

TERMS IN ITALICS *MUST* APPEAR IN YOUR PAPER!

Content grade _____

Introduction (10%)

- book title in *italics* and author
- thesis statement that reveals your topic without making an obvious announcement
- a hook that grabs the reader's attention
- brings up everything you are going to talk about and does not include topics you are not going to discuss.

(Never put a quotation in an introduction or conclusion.)

Body

Start with a paragraph addressing the book's setting in terms of time and location (10%)

Plot paragraphs:

- *the inciting incident* (10%)
- *internal and/or external conflict* (10%)
- development or rising action
- *the climax* (10%)
- *the resolution to the conflict(s)* (10%)
- falling action or denouement
- *suspense, foreshadowing, flashback, and/or a surprise ending* (10%)

Show how the author used the setting to accomplish one of the following things (10%):

- to create a mood
- to show the reader a different way of life
- to make the action seem more real
- to be the source of the conflict or struggle in the book
- to symbolize an idea

In that paragraph add two or more *short* examples from the book—no more than two or three lines per quotation—to support your statements (10%).

- These quotes should add specific, relevant detail to a general statement you make.
- Note the page the quotation came from, following the format shown below.

Conclusion (10%)

At the end, write a concluding paragraph giving, briefly, the main ideas you want the reader to remember. Do not add anything new that you did not include in your paper.

Mechanics

As with any formal paper, avoid first and second person pronouns. That means I should not see the words: *I, me, my, mine, myself, we, us, our, ours, ourselves, you, your, yours, yourself* or *yourselves*. Do not use contractions or slang.

Keep your tenses consistent. I do not care if you write the whole paper in present tense or past tense, but I do care if you switch back and forth.

your name and number	the date the assignment is due
subject (reading, writing, grammar, or social studies)	the specific assignment
Title	

SUBMISSION GUIDELINES FOR FINAL DRAFT WRITTEN WORK

Open a Word document for each assignment. Give each file a meaningful name like “vocab1” instead of “stayoutorelsegrrrrrrr.” Save the file *often*. Before you leave the computer, back up the file to more than one location. (Use your flash drive.)

1. Go to “file/page set-up.” Set one-inch margins all around (left, right, top, and bottom).
2. Under “format/paragraph/indents and spacing,” set the general alignment to left alignment, and use “0 pt.” before and after paragraphs.
3. Use “control A” and then “control 2” to set the whole document to *double-space*. Do *not* skip any additional lines anywhere at all!
4. Use Times New Roman 12 for *everything*, including all titles.
5. Following the model at the top of this page, write a heading on the first page of your document. Do *not* put a heading on any other page of the whole document.
6. If you have a title, put it under the heading, centered and bold. (Never use quotation marks and never underline any title when it is at the top of a page.) Do make your titles creative! No boring titles, please! 😊
7. Go to “view/header and footer.” In the header at the top of the page, type your name and number on the left side. Tab over to the right and click on the “page number” icon. The computer will automatically add the correct page number to every page.
8. Eliminate the header from the first page. (After all, that page already has a full heading.) Go to “view/header and footer.” Click on the “page layout” icon. Click in the box for “different first page.” Now there will be a header on every page except the first one.
9. When you have finished, go to “tools” and do a spell check and grammar check. Especially for major assignments, get both peer and adult readers to look over your work. Listen to their suggestions. Make everything as perfect as you can!
10. For writing assignments, you need to tell me exactly how many words you have written. Go to “tools” and tell the computer to do a word count. Put the number of words after the specific assignment in the heading: short story—1387 words.

