

Student _____

ENGLISH IV

FOLLOW THESE DIRECTIONS FOR READING AND WRITING ASSIGNMENTS.

The first four writing assignments and speeches are done first.

With the exception of the imaginary story, use the essay formula and the outline.

Type all assignments, and double-space between each line.

All written work is clear, complete, and well supported so the reader fully comprehends what you have to say and has no questions about what you say.

Correct spelling, punctuation, sentence construction, and writing conventions like transitions and subject-verb agreement are adhered to.

The upper left hand corner of the first page of written work is formatted with:

Your Name

The Date

Class and Quarter – like “Comm. I, Quarter 1”

The Assignment Name

The work submitted is proofread by you and is as close to a final draft as possible.

When writing about the literature you read, the terms in the “Understanding Literature” handout are used.

All literature read for assignments are approved by a teacher.

All parts of major assignments are completed before moving on to the next assignment – like complete all of the story assignments before moving on to the next assignment.

Turn in each assignment or part of an assignment as soon as you finish it. Do not turn in one huge glop of assignments at one time.

You will keep the assignment sheets as check-off sheets to correspond with what is in your file.

ESSAY WRITING FORMULA

The key to success to writing is organization. Organization sets up what the writer says in a certain way so the reader can follow and understand what is said. The readers know where the author is taking them. An essay is organized in three parts: introduction, body, and conclusion.

The Introductory Paragraph **TELL 'EM WHAT YER GONNA TELL 'EM!**

The introductory paragraph states the topic of the essay – what the essay is about and only what the essay will deal with. The topic is stated in the first sentence, the thesis statement. The rest of the introductory paragraph announces what the rest of the essay will say about the topic.

The Body Paragraphs **TELL 'EM!**

Each body paragraph gives information about a separate point about the topic that was introduced in the introductory paragraph. What's said in the body paragraphs must deal with the topic. Note: Each body paragraph has its own introductory sentence, body, and conclusion.

Concluding Paragraph **TELL 'EM WHAT YOU TOLD 'EM!**

The concluding paragraph summarizes what was said in the essay. It's an echo of the introductory paragraph without totally repeating it.. It tells the reader that you are finished and leaves him something to remember.

EXAMPLE ESSAY

INTRODUCTORY PARAGRAPH

Lincoln City is the place to be in Oregon. Three of the shining aspects of this haven are smooth traffic flows, a chance to participate in all forms of the arts, and a public ocean beach that borders the metropolis from south to north.

BODY PARAGRAPHS

Driving, particularly in the summer during Kite Festival is a joy. The smooth flow of vehicles and courteous drivers make the trip through Lincoln City a pleasant excursion. Everyone loves the smooth ride through the city.

All the arts may be enjoyed in Lincoln City. Ballet, art, music, writing lessons as well as live performances of all kinds may be found at the Cultural Center. A library offers books galore. This city is a venue for people to participate or view the arts.

The sandy beaches provide many things to do. Walking along the roaring ocean, collecting sea shells and agates, and cooking over a beach fire are a few of the ways to really get the best of the beach. The beach expanse is part of what makes Lincoln City famous.

CONCLUDING PARAGRAPH

People fully find pleasure in living in or visiting Lincoln City. The easy traffic flow, art facilities, and the Pacific beach make the city the place to be.

[Check out the Essay Outline. It works!]

**ESSAY FORMULA OUTLINE
FOR A FIVE PARAGRAPH ESSAY**

Specific Topic – What the whole paper is about:

Introductory Paragraph – What yer gonna tell ‘em.

Thesis Statement: (Topic Sentence):

Point A:

Point B:

Point C:

Body Paragraph 1 – Tell em’.

Topic Sentence for Point A: _____

Generally what will be said about Point A:

Body Paragraph 2 – Tell em’.

Topic Sentence for Point B: _____

Generally what will be said about Point B:

Body Paragraph 3 – Tell em’.

Topic Sentence for Point C: _____

Generally what will be said about Point C:

Concluding Paragraph – Tell em’ what ya told em’.

Restatement, not a direct copy, of the Introductory Paragraph: _____
