

**While Working: SAVE & SAVE OFTEN (Don't lose your work!)**

**After you're done, save your work to your email or a flashdrive in case you need to edit it**

Steps for today:

- 1) Finish Rough drafts for prompt 1 & 2
- 2) Go to [mswrightreads.wordpress.com](http://mswrightreads.wordpress.com) (the first post will have links to download a template)
- 3) Type up your drafts in word using the template you downloaded
- 4) **Proof read your essays**, editing & correcting for errors (have a classmate look at them or someone outside of class before you submit and print your final draft)
  - a. **Checklist:**
    - i. **Did you answer the prompt?**
    - ii. **Did you tell a clear, vivid story with excellent details?**
    - iii. **Is it interesting? Written in your own voice? Is it Honest? Personal but professional?**
    - iv. **Check it against the essay 6 trait rubric**

- 5) **WORD COUNT:** the combined total for the 2 essays CANNOT go over 1000 words, each should be NO LESS THAN 250.

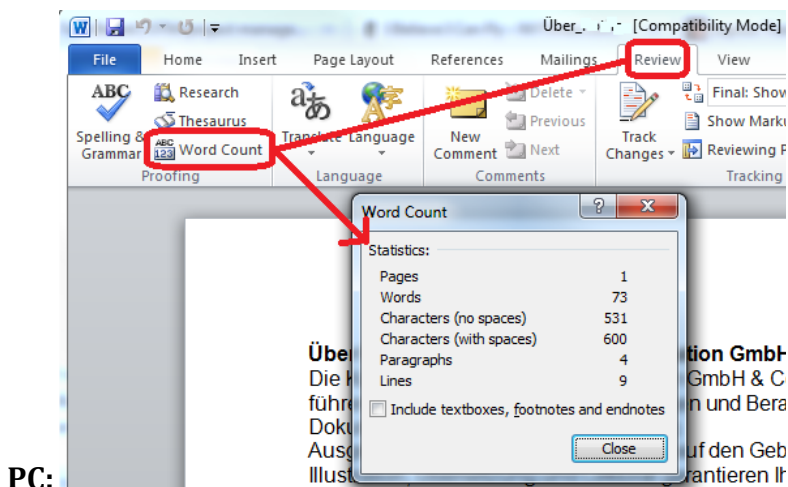
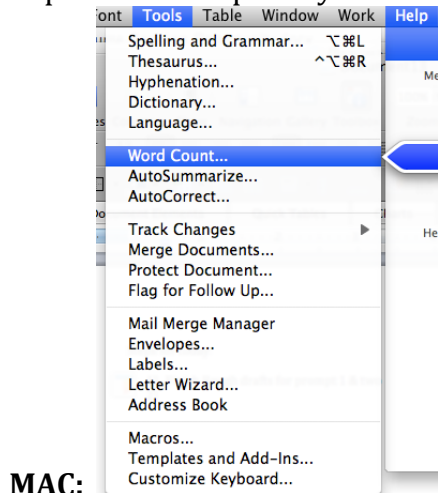
You MUST list the word count at the bottom of each essay or I wont grade it.

To find the word count, highlight all of your essay's words/content &

MAC: click on tools → word count it will pull up a screen with the word count for the highlighted text.

PC: click on review at the top right, then word count will show up at the left, click on it & a screen will pop up with the count.

Repeat these steps for your second prompt.



- 6) Submit your documents to the correct turnitin.com assignment
- 7) Print both essays (library is \$0.10/page; J3 & the College Center are free)

- 8) **HOMEWORK: FINISH YOUR PERSONAL STATEMENTS for prompt 1& 2:**

**you must have printed out hardcopies ready to submit at the very beginning of next class; you CANNOT print during class time; you must have already submitted your digital copies to turnitin.com before class begins**

**DUE DATES FOR FINAL Personal Statements, prompt 1&2:**

**Periods 1 & 5: Thursday 09/20**

**Periods 3, 4, 6: Friday 09/21**

**REMINDER: Cover Letter & Resume Revisions are due NO LATER THAN 2:05 PM 09/20**