First and Last Name  
Language Arts/ Class Period  
Ms. Cox (Teacher’s Name)  
Due Date

Writing Guidelines (Title of Paper)

|  |  |  |
| --- | --- | --- |
|  |  | Check the box below once you have double-checked criteria. |
| **General Guidelines** | -Students must turn in Writing Prompt and ALL 4 steps of the Writing Process (in order).  - Students **MUST** follow the Writing Topic assigned. *Papers that do not follow the prompt will lose* ***significant*** *points.*  -No colored paper is allowed.  - Your name should be in the top right side of all your pages, unless typed then follow the MLA format.  - Five Paragraphs!  -5-7 Sentences! |  |
| **Pre-Write  (15 minutes)** | -Students must COMPLETE a graphic organizer including all elements discussed in class and provided in the writing prompt. |  |
| **Rough Draft**  **(35 minutes)** | - Give your paper a title.  -You need a hook, thesis, and position (if persuasive) in the introductory paragraph.  - Topic sentence and 3 supporting details in all 3 body paragraphs. (If paper is persuasive do not forget the counter argument)  - Re-state the thesis and supporting details in the conclusion. |  |
| **Edit/Revisions  (20 minutes)** | -You may edit and revise your paper in pen, pencil, or colored ink.  -Do NOT erase errors or mistakes, I cannot tell if you did this step if you do this.  -Check for the following:  \* Do you have transitions?  \* Did you remove all Dead Words?  \* No contractions (can’t, don’t, won’t, etc.)!  \* No text-lingo!  \* No abbreviations!  \* Is your spelling and grammar correct?  \* Do you have 5-7 sentences in every paragraph?  \* Do you follow the prompt/topic provided for you? |  |
| **Final  (20 minutes)** | -Blue/Black Ink ONLY!  -No colored ink on the Final Draft. |  |
| **Typing (optional)** | -Typing the Final Draft is NOT required, therefore late work due to “technical difficulties” is ***UNACCEPTABLE!***  - Ms. Cox will not print from her computer, unless student discusses it prior to due date.  -MLA formatting must be followed (note heading above).  - Times New Roman, Calibri, or Arial is the only acceptable font.  - Double Spaced, 12 point font.  - Papers must be left-aligned (do NOT center your paper) |  |