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

Writing Guidelines (Title of Paper)

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|  |  | 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) |  |