**Planning**

* Use the required planning form. **Planning form** **Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Drafting**

* Write your first draft of your essay. Your first draft will be typed, double-spaced, and use a size 14 font. Use Times New Roman, Calibri, or Arial as your font.
* Before beginning your first draft writing, set up your essay format and layout by following the formatting directions below:
* Following are directions on how to do this in **Google docs**:
* Click on the “Insert” tab. Click on “header”. Click on the “Insert” tab again and select “Page number.” Move to the right and select the stacked pages with pages 1,2. Type your last name in front of the number. Press the space bar. Click on the “right align” icon at the top of the page. Highlight your last name and the number, and change the font to size 14 and the style of font you are using in the rest of your writing piece. Check by scrolling down to the second page to be sure your page numbers change.
	+ Next you will create the **heading** on your paper. Begin on the first line of your document. **This is NOT a part of your header!** Make sure your typing is double-spaced. Lines one through five will be aligned to the left. On the first line type your first and last name. On the second line type your teacher’s name. On the third line type your class and hour. Capitalize the name of the class and the word “hour.” On the fourth line type the due date. The number of the day is first followed by the full name for the month and the full number for the year. No comma is used. The fifth line with include the title of the assignment. Make sure this is capitalized.
	+ Your sixth line will be centered and include the title of your writing piece. Make sure this is capitalized correctly.
	+ The seventh line will begin the introduction to your writing piece. Do not add any additional spaces throughout your document. Everything will be double-spaced.

This is a sample of what your first page should look like—no extra spaces, no bold print, no larger font:

Wheeler 1

 Lauren Wheeler

 Mrs. Mak

 English Language Arts 7, Hour 1

 1 June 2016

 Informative-Explanatory Essay

The Impact of Oppressors on Victims of the Holocaust

 During World War II, 6 million Jewish people were victims of the Holocaust. Adolf Hitler, leader of the Nazi party and dictator of Germany, had such a strong hatred of this minority group that he planned a systematic extermination of all Jewish people living in Europe. Through such hate and prejudice, Adolf Hitler became known as the primary oppressor of victims of the Holocaust.

* + Your first draft will include:
		- An introduction (see page 394 & 398 in the *Write Source Book*)
			* This is an opening paragraph that grabs the reader’s attention, introduces your topic, and presents your thesis statement. To grab your reader’s attention, start your paragraph with **one** of the following techniques:
				+ A snapshot (create a “picture” using many sensory images)
				+ An interesting fact
				+ An interesting question
			* Your **thesis statement** will be **the last sentence of your introduction**. The thesis statement emphasizes your main idea. The parts of a thesis statement include:

A thesis statement

An interesting subject

(focus-topic)

“**the role”**

The special part to emphasize

(main idea about your focus-topic)

“**the impact**”

 + =

* + - Body paragraphs
			* Use evidence from your sources to support your body paragraphs.
			* Organize your body paragraphs by information, not by the source of the information. For example, one paragraph could be focused on the victims’ suffering and provide examples from both film and text to support. A second paragraph could be focused on what bystanders did to help relieve the suffering of victims.
			* Make sure your evidence connects to your main idea
			* Before giving cited evidence, be sure to introduce your evidence by identifying the following:
				+ Introduction of quoted material explaining background information and who is speaking
				+ Who is speaking? And to whom?
				+ What is the setting?
				+ What is happening at this point in time?
			* When giving evidence, make sure to write in your own words, not plagiarize someone else’s, by paraphrasing the main ideas so your writing sounds like you, or use direct quotes from the sources. Make sure to cite your sources using correct parenthetical citation.
			* To cite a source in text, after the direct quote, place the author’s last name and page number in parentheses.

Example: *When children joined the Hitler Youth, they were told that “from today onwards your life belongs to the Fuhrer” (Haugen 67).*

* + - * To cite a film source in text, see the document with instructions for film citations we reviewed in class.
			* All cited evidence must also include explanation of how the evidence connects to your main idea. Explanations are written in your own words and should be at least 3-5 sentences in length.
			* Include engaging voice.
				+ Use of snapshots (creating sensory images), active verbs, and strong adjectives will also help support your voice. Avoid using words like “stuff”, “things”, “a lot” in your writing. Be precise in word choice! Your Holocaust vocabulary document will be a good source of domain-specific vocabulary that should be included in your writing.
		- A conclusion (see page 402 in the *Write Source Book*)
			* This will sum up your essay and bring it to a thoughtful close. Choose **one** of the following writer’s techniques to develop your conclusion:
				+ Reminding the reader of the thesis of your writing piece
				+ Tell one last interesting fact about the topic
				+ Explain how the role of oppressor or bystander impacted history
			* Your conclusion is also a full paragraph, written in your own words. This should be at least 3-5 sentences in length.
		- The final page of your essay will be your **Works Cited page**. See the document reviewed in class for specific instructions.

**Revising and Editing**

* Once you are done with your first draft, follow the criteria for scoring your essay to make needed changes to your work.
	+ Review the bulleted items on this assignment sheet
	+ Review proper parenthetical citations for all cited evidence
	+ Review the scoring rubric to be sure you have fully met ALL criteria
	+ Edit for conventions—spelling, proper grammar and usage, capitalization, and punctuation.
	+ Have someone else read your work to see if you have communicated clearly
	+ Do you have a Works Cited page with all cited sources included?
* Make changes to your layout if needed

**Publishing Final Draft Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your final draft will be typed, double-spaced, and use a size 14 font. Use Times New Roman, Calibri, or Arial as your font.

* **Before printing**, use your copy of the rubric to help you do final revisions and edits. Check your statement of purpose/focus, organization, elaboration of evidence, language and vocabulary, formatting, and conventions.
* **When printing final draft, be sure to select “Print on one side” BEFORE you send your document to the printer.**
* Be sure all pages are in correct order, staple, and turn in on or before the due date above.
* Late papers will receive a full grade deduction for every day they are late. **No late papers will be accepted after Friday, June 3.**