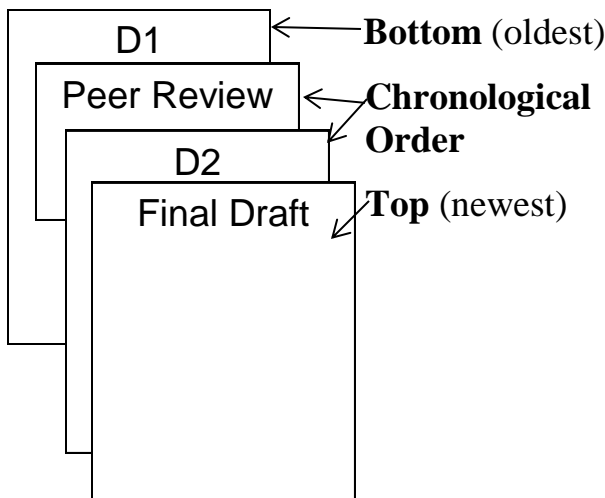


## What Will I Do in the Computer Lab?

*Each student has an individual list to accomplish. Some of you are finished with the first three typed copies, while others have barely begun. Others were absent on the days we wrote first drafts or conferenced with a partner. However, all of you need to make sure you have completed the list below. **Please check off the items that you have finished and can be found in your Process-folio.***

- HEADING:** Top Right Corner
- FONT:** 12 Point / Times New Roman (TNR)
- MARGIN:** 1" top, bottom, left, right
- TITLE:** Center, Bold, up to 18 Point/TNR, First and All Important Words Capitalized
- TEXT/PARAGRAPHS:** Left Justification, Double-Spaced

First + Last Name  
 Assignment + Draft #  
 Date



**Each piece of writing should follow the format listed above – and be STAPLED together separate from the other titles.**

### I have completed the following:

- Set my Microsoft Word Defaults:
  - Font = Times New Roman, Size 12
  - Paragraph = 0" 0" Single Space
- Descriptive Paragraph**, stapled with Final Draft on top
- C.E.C. Paragraph**, stapled with Final Draft on top
- Favorite Writing Warm-Up** – Final Copy
- Met with a Partner about and revised my Literary Connection Paragraph
- Literary Connection Paragraph**, stapled with Final Draft on top
- Selected one to two pieces of writing for my **Writer's Showcase Board** and wrote my 4<sup>th</sup> Hour teacher's name on the back of the extra printed copies. (Printed copies for Writer's Showcase may be in any readable font/size as long as it doesn't take more than one page)
- Completed "**My Personal Vocabulary**" from November 6<sup>th</sup> + Week 12 MPV
- Added \_\_\_\_ words for Week 13 MPV entries
- Read my BFP