

## Remembered Event Essay Instructions

### Writing Process Assignments and Deadlines

- ❑ **Invention activities:** We will begin these in class on Monday. You will complete them on your own. Feel free to work ahead on this if you wish (see pages 51-56). I recommend that you complete ALL of the invention activities on pages 51-56, but you must complete and turn in with your draft the following: 1) finding an event to write about (51); 2) describing the place (52); 3) recalling key people (52); and 4) reflecting on the event’s significance (54). Please put each activity on a separate piece of paper and keep these invention activities in the manila folder to which you will later add your draft. For examples of what these invention activities should look like, please see *SMG* pages 66-69. You will want to spend 90-120 minutes on these invention activities. Try to spread that time out over a day in 30-45 minute chunks.
- ❑ **Full length draft:** Before writing your draft, spend at least one hour on invention activities and another few minutes reading over the suggestions and ideas in the “Planning and Drafting” section 56-59). The “Setting Goals” section in particular provides you with an excellent sense of exactly what your audience will look for in an effective remembered event essay. You must complete a “scratch outline” (see page 29 for an example) but you can do this either before or after you draft your essay. Remember, your draft is not graded and does not have to be perfect. So when you draft you should try to relax and just write. You will be revising this anyway, so do not agonize too much over your prose, focusing more on getting your ideas onto paper in an organized flow. I recommend you spend 60-120 minutes drafting. Try to do this in one sitting (this will help you go with whatever flow you establish). In general, your drafting stage will go more smoothly if you have invested a significant amount of time in the invention activities. After you have drafted your essay, complete the cover sheet (see next page) and assemble your essay folder according to the instructions below.

When you come to class on Wednesday you should have the following in your manila folder:

1. 4 invention activities (finding event, describing place, recalling people, reflecting on significance)
2. a scratch outline (you can write it before you draft to help you get organized or after you draft to help you evaluate how well organized your story is)
3. a FULL-LENGTH draft (1200 words minimum)
4. 2 copies of your completed cover sheet for your draft

*Email a backup copy of your first draft to me before class.*

- ❑ **Peer critique:** In class on Wednesday we will peer critique each other’s essays. This activity will only be useful if everyone has carefully read the chapter. You will find instructions for this in-class peer review activity in the “study notes” for Wednesday, October 8.
- ❑ **Revised Draft:** Working with your peer critique, begin thoroughly revising and improving your paper. Carefully follow the process outlined on pages 61-64. Give yourself plenty of time to revise: 2-3 hours. And plan another hour to proofread and edit (guidance on pages 64-65). You should not be working on this paper up until the last minute before class. If you cram, you will make many small errors. On Friday, bring the manila folder with all of your paper goodies in it, adding the peer critique and your final draft (make sure you put your final draft on top of the pile). *Email a backup copy of the revised draft to me before class.*

### Format:

<b>Double-spaced</b>	<b>Times (or New Times) 12</b>	<b>1 inch margins</b>
<b>Last name and page numbers right aligned in right corner header</b>	<b>Name, Course Number, and Date on separate lines left aligned on first page</b>	<b>Title in regular font with normal double-spacing. No extra lines inserted between title and other text.</b>

### Essay Evaluation:

I will apply the general grading rubric presented on the home page of the course web site. You should read this carefully before you draft and revise your essay. Where the rubric refers to the “demands of the assignment,” you should remember the criteria established in the chapter: a well-told story, a vivid presentation of places and people, an indication of the event’s significance, and effective organization. *SMG* summarizes these criteria on pages 48-49 and again on pages 60 and 62-63. Each of the essays in the chapter and Always Running provide examples of the various techniques you should employ in your essay. As the rubric makes clear, I will also evaluate essays for sentence structure and variety, word choice, and correct mechanics (usage, grammar, punctuation, spelling, etc.).

## Draft Cover Sheet

**Writer's Name:**

**Date:**

# of Words (counted by word processor)

Purpose: What do you hope to achieve in writing this remembered event essay? What features of the story do you hope will most interest readers? What do you want to expose about yourself?

Paste or write in your favorite sentence here:

Problem: Ask your reader to help you solve the single most important problem with your draft. Discuss this problem briefly.

Draft File Folder checklist (moving from top to bottom)

- \_\_\_\_\_ Two copies of this cover sheet
- \_\_\_\_\_ A typed copy of your full-length draft
- \_\_\_\_\_ A scratch outline
- \_\_\_\_\_ 4 required invention activities
  - finding an event
  - describing the place
  - recalling the people
  - reflecting on the event's significance