1. Brainstorming and Creating a Paper Using a Word Processor

(Due June 24) Using a word processor, write a paper according to the following procedure and format. Note this is a two-part assignment; you must do both parts.

**Part I**

In this part of assignment #1 you will gather thoughts and words relative to a paper you will create in Part II. This should be done using a word processor, but since your purpose is a form of brainstorming, you do not need to worry yet about organization or grammar. Some of what you write might not even be complete sentences; you will either revise it in Part II or decide not to include it in the final draft.

A. Spend some time thinking about places in your life that are or have been special to you. It could be a room in your house, a tree fort in the backyard, your uncle’s garage, etc. Choose a place that you can easily picture in your mind, a place that has memories and feelings associated with it. Write a title for your paper, naming this place. For example: **My Grandparents’ Kitchen**.

B. Write a few sentences or fragments describing the place you have chosen. If it is a natural place, list the land forms, ecosystems, plants, animals, etc. If not, describe the materials it is made of, the contents, the design, the layout, etc. For example: **white, sunny, a green refrigerator, a table with an aluminum edge**.

C. Write some thoughts about what makes the place special. What characteristics set it apart from other places? For example: **the smells of tomato sauce and smoke mingling in the air**.

D. Describe the place as a habitat. What or who lives there—either live or inanimate “beings”? You might make an extensive list, or you might highlight only one or two examples. For example: **Grandma and Grandpa, tangy aromas and a tiny black radio all live in the kitchen**.

E. Describe what the occupants of the place do there. Example: **Grandpa smokes, using the ash tray I made for him at school. Grandma sets up the little card table where my cousins and I sit**.

F. Write a metaphor or simile to describe the place. What does it resemble? Compare it to a person, a flower, a rock…anything. Example: **The sun peers through the sheer curtains. It transforms the kitchen into a golden heaven**.

G. Write about what the place means to you. What does it represent or symbolize? What feelings do you associate with it? What emotions? Try to write a statement that expresses your understanding of the place. Example: **The kitchen is love and tradition and Grandma and Grandpa**.

When you have completed the above, print the results to attach to your final draft when you turn it in.

**Part II**

Use the freewrite from Part I as a starting point for an essay. Starting with those words and sentences, do anything you need to do to make this a piece of writing that you like. You might choose a new title, rea-
range, revise or delete some sentences, and so on. You will certainly add phrases and sentences to create an organized and coherent paper. Use word processor features like cut-and-paste to facilitate your revisions.

Finally, format your paper into the following form:

1. Use double spacing with a ten to twelve point font on standard 8 1/2 by 11 inch paper (cut it to size if necessary; remove any perforated edges), using one-inch margins on all sides.
2. Center the title of your paper and your name on the first two lines of the first page.
3. Justify both left and right margins.
4. Indent the first line of each paragraph one-half inch from the left margin.
5. Pages after the first should be numbered in the top center by enclosing the page number between dashes, separated from the number by spaces (e.g. “- 2 -”). (Use a header, but suppress it for the first page.)

Your final draft must have at least two pages. Proofread it carefully to insure the content, organization, word choice, grammar, spelling, etc. are as they should be. Staple your prewriting sheet behind your final paper, and turn them both in to me by the due date.

2. Style and Formatting

(Due June 26) Using a word processor, write a short paper describing how to do some kind of activity you are good at. For example, you could write instructions for changing a flat tire on a car, baking an angelfood cake, or negotiating a price at a yard sale. Choose a topic that does not require too much background or complexity, so as to keep your paper of reasonable length (more than one page, but no more than two or three). Write in complete sentences, in narrative style, rather than simply enumerating steps like an outline. You may include motivating material, like why you think it is important to do this activity well, why your procedure is better than other ways of doing it, how or from whom you learned the skill, etc.

Use a bulleted list, formatted like this once, somewhere in your paper. Use the same highlight character ( ), alignment, line and paragraph spacing, indenting, etc.

Find an appropriate opportunity to use at least one m-dash and one other special character (other than ) not available on the keyboard, such as a foreign or accented letter (ä, ŋ, é, etc.), a character graphic (, , etc.) or other special character (¶, ¢, § etc.).

Include a block quote somewhere in the paper (you can quote yourself if you cannot find an appropriate quote elsewhere). The block quote should be indented from both margins, set in a slightly smaller font, and spaced slightly closer than the body of the paper.

Space the body of your paper at five lines per inch, using an eleven-point serif font on standard 8 1/2 by 11 inch paper (cut it to size if necessary; remove any perforated edges), and inch-and-a-quarter margins on all sides.

Center the title of your paper and your name on the first two lines of the first page; render the title in fourteen-point sans serif font and your name in a twelve-point sans serif font.

Justify (align) both left and right margins.

Between paragraphs add an additional 6 points of spacing. Indent the first line of each paragraph three-tenths of an inch from the left margin.

As in assignment #1, proofread your final draft for mechanical and grammatical problems as well as for clear organization and content.