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|  **Written Assignment Self-Edit Revision Plan**Please note: Teacher is not allowed to edit or comment on your written work at this point, but will help guide and support your self-edit process within IB guidelines! |
| **Date** | **Class time** | **Goal/s** | **To be completed** |
| Day 1 | Writing Center | Print WA final paper from last year.Print reflective statement for this book.Print supervised write for this book.Create workflow allowing full teacher access. | Locate and print final versions. Label copies at top (in pencil/pen) as •**2017** **WA**; •**2017 RS; •2017 SW**. Import files to **SD5 Google** or **FHS Student Server**, so teacher can sign off on originality of your final product. |
| Day 2 | Classroom | Step 1: Topic & FocusStep 2: Thesis  | Review and make notes for topic & focus on print copy of 2017 WA.On 2017 SW, **highlight** connection to your essay. On Step 1 handout, explain link between essay and supervised write. On working copy of WA, write out **revised** thesis with **color-marked** self-analysis shown on Step 2 (check both intro and conclusion).  |
| Day 3 | Classroom | Step 3: Idea Development | Color-mark 2017 WA body paragraphs using instructions on Step 3. Draft improvements in use of **evidence**, **transitions**, and **analysis**. |
| Day 4 | Writing Center | Step 3: Idea DevelopmentStep 4: Revise IntroductionRecommended: Revise Conclusion | Type improvements in **topic**, **focus**, **thesis**, **idea** **development**.On WA2017, revise introduction with written improvements. Repeat for conclusion. Enter these improvements electronically.**Print new document and label as Step 4.**  |
| Day 5  | Classroom | Step 5: Proofread and Revise for Language | Using **Step 4 print copy,** make revisions directly on the page.  |
| Day 6 | Writing Center | Step 5: Proofread and Revise for Language | Enter and save improvements electronically in Step 4 file. Tip: Spellcheck in Word may be more reliable than in gDocs. |
| Day 7 | Writing Center | Step 6: Final Format and Printing | Using final template (2018 WA), copy/paste 1) 2017 RS and 2) revised WA in the prescribed format. **Format** **Hint**: (>Edit>PasteSpecial> UnformattedText) **OR** (Paste>DestinationFormatting). Include bibliography and SEPARATE word counts for final WA and RS. |
| Day 8 | Writing Center | Step 7: IB Form and Document Upload | Review WA2018 one final time before uploading.Follow teacher instructions to upload eCoursework. |

The world literature written assignment comprises **25% of your total IB grade**. It is the only portion of your grade over which **you have total control**. Treat this revision with the level of seriousness it deserves!!!

There will be **no talking** during our revision work.

**ONLY you are allowed to read or comment on your paper**. You may not collude or collaborate with anyone else on this revision. To do so compromises the academic integrity of the work and hence jeopardizes your entire IB credit!

You **are encouraged** to do final editing and formatting on Microsoft Word, NOT Google Docs, due to capabilities for formatting and proofreading.

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| World Literature **Written Assignment** (WA) **Revision Checklist** |
| **STEP 1** | \_\_\_\_\_Print WA final paper from last year. Label as **2017 WA**, and keep in left folder pocket.\_\_\_\_\_Print **reflective statement** (2017 RS) & **supervised write** (2017 SW)and keep in left pocket. \_\_\_\_\_ FHS Student Server or SD5 Google (must be your **SD5** Google): Import 2017 WA, RS, SW. \_\_\_\_\_**Step 1 Topic and Focus**: complete bottom of worksheet and keep in right pocket.\_\_\_\_\_On **2017 SW**, highlight and annotate the link to your essay topic. Return to left pocket. |
| **STEP 2** | \_\_\_\_\_**Step 2**: annotate/edit thesis **on print** 2017 WA and return to left pocket. |
| **STEP 3** | \_\_\_\_\_ Color-mark print 2017 WA body paragraphs for evidence, analysis, transitions. Edit/draft revisions on same document or own paper. |
| **STEP 4** | \_\_\_\_\_ On print 2017 WA or own paper, make notes for improvement of introduction and conclusion.\_\_\_\_\_ Open electronic WA and enter improvements for Steps 1, 2, 3 and 4.\_\_\_\_\_ Print revised document and label as **Step 4**. Keep in right pocket. |
| **STEP 5** | \_\_\_\_\_ Using **Step 4** print copy**,** makeproofreading/revision edits directly on the page. \_\_\_\_\_ Enter and save Step 5 revisions electronically in **Step 4** file. |
| **STEP 6** | \_\_\_\_\_ Locate electronic template for WA 2018. Open and "SAVE AS"to your student server folder. \_\_\_\_\_ Open 2017 reflective statement and copy/paste into WA 2018 file. \_\_\_\_\_ Enter word count for reflective statement.\_\_\_\_\_ Open **revised** WA 2017. Copy/paste revised essay into WA 2018. \_\_\_\_\_ Enter word count for essay.\_\_\_\_\_ Copy/paste bibliography into WA 2018. Be sure MLA format transferred correctly.\_\_\_\_\_ Remove ALL instances of your name and candidate number from the ENTIRE document. \_\_\_\_\_ Remove ALL line numbers from ENTIRE document.\_\_\_\_\_ Do FINAL check of entire document. SAVE AS **LastNameFirstInitial\_\_WAFinal2018** to Google\_\_\_\_\_ Backup same to FHS Student Server.\_\_\_\_\_ Print final **WA2018** and put in CENTER of folder\_\_\_\_\_ Complete this **checklist** and put in CENTER of folder. \_\_\_\_\_ Complete and print IB **authenticity form** and put in CENTER of folder. |
| **SUBMIT** | \_\_\_\_\_ Follow teacher instructions to upload eCoursework. |
| **Turn In** | Completed folder:\_\_\_\_\_ Left pocket – SW 2017 **with highlights** identifying connections to final essay\_\_\_\_\_ Left pocket – RS 2017 as submitted\_\_\_\_\_ Left pocket – WA 2017 (including highlights, written revisions, edits, etc.)\_\_\_\_\_ Right pocket – All **revised** print copies, yellow handouts (in order) & other revision work\_\_\_\_\_ Loose in center 1. Print copy ofIB authenticity form
2. **Final version** of WA 2018 (RS, WA, bibliography) **as uploaded** to IBIS
3. **This** completed checklist.
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