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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 & Focus  Step 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 Development  Step 4: Revise Introduction  Recommended: 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. |