12th Grade English – Test Out – Semester Two

Requirements

Prior to taking the exam:

- **Read and be prepared to answer questions regarding *One Flew over the Cuckoo's Nest* by Ken Kesey.**
- **Write and submit an APA formatted 5-7 page research paper. Instructions and rubric are attached.**
- **Create a Google Slideshow based on the information gathered for the research paper.**
- **Create a formal outline for a speech that could potentially deliver along with your Google Slideshow.**

Scoring

Test Score: _____/70

Research Paper Score: ____/150

Google Slideshow & Formal Outline Score: ____/100

Total: _____/320

Test Percentage: _____%

You can access these databases by following these step by step directions:

1. Go to Howell Public Schools website
2. Click on "Schools" tab.
3. Click on "Howell High School"
4. Choose "Media Center"
5. Choose "Databases"
6. Use "Gale Resources Gold"
7. Use "GALE/MEL"
8. Under "GALE/MEL" tab. Use "Academic One File" , "Educator's Reference Complete", "Psychology Collection",

II. A Google slideshow presenting your findings
III. A fully organized, formal speech outline

Your FIRST task should be determining which subject you would like to research

Your SECOND task should be researching your chosen topic. You should include a minimum of three research articles in your final paper and outline.

Your THIRD task should be creating a visual aid that accomplishes the following:

a. Presents the research you found regarding the topic.
b. Explains how the Howell Public School District can incorporate your findings into our current school plan.

Research

For example, you have chosen to write about changing the closed campus policy at Howell High School.

Your thesis: In order to improve student motivation and provide incentives for upperclassmen, Howell High School should move to an open campus.

Your problem: All of the available research you have found explains the negative aspects of an open campus policy.

Solution: Use the existing literature, so that you can refute the negative claims that exist about open campus.

Writing

In essence you will be writing a problem/solution research paper. The format for your paper is as follows:

a. **Introduction**
b. **Explanation of the problem** you have identified at Howell High School as it exists today
c. **Discussion of the research** you have found that helps prove the issue you've identified needs to be fixed
d. **Your solution** to the problem
e. **Conclusion**

Step #1: First, you will write a detailed but concise description of the problem as it exists within Howell High School today.

For example, if you are choosing to write about the "hat controversy", you would not simply say, "We can't wear hats and it's unfair and it sucks." You would discuss the time taken away from instruction when teachers must remind students to take off their hats, the number of referrals that administration has to process due to hats, and the loss of personal expression that happens when students are not allowed to wear what they want.

Step #2: Next, you must find THREE scholarly articles that help support your opinion that the topic of your choice is indeed an issue.

In the "Hat Controversy" example, you will not find any articles that discuss the benefits to teens from wearing hats. However, you will find articles that discuss how students excel academically when they feel the administration and faculty at their school allow them the opportunity to express themselves. You will find articles that discuss how beneficial a positive school climate is to relationships between teachers and students.

Step #3: You should read all three of your articles carefully. You will paraphrase each article separately and choose three of the most important quotes from each to highlight. You will be graded on these paraphrases.

Step #4: You are now ready to begin writing your paper. You will begin with your introduction. Remember a properly written introductory paragraph will include the following:

- Attention Grabber
- Preview of your Main Points
- Thesis Statement

Therefore, your entire paper should have at least seven long paragraphs:

- Introduction (1 paragraph)
- Description of the problem at Howell High (1-2 paragraphs)
- Literature Review (at least 3 paragraphs; one paragraph for each article you are using to support your thesis)
- Description of your solution (1-2 paragraphs)
- Conclusion (1 paragraph)

Make sure that you are using transitions between all of your paragraphs. Some often used transitional words include:

in the first place	**Not only ... but also**	**as a matter of fact**
in like manner	**in addition**	**coupled with**
in the same fashion / way	**first, second, third**	**in light of**
not to mention	**to say nothing of**	**equally important**
by the same token	**again**	**to**
and	**also**	**then**
equally	**identically**	**uniquely**
like	**as**	**too**
moreover	**as well as**	**together with**
of course	**likewise**	**comparatively**
correspondingly	**similarly**	**furthermore**
additionally		

Step #5: Write an abstract for your paper. An abstract is a preview of what your paper will be discussing. Therefore you should condense your entire problem and solution, along with the most convincing data for your solution into one long paragraph.

For example, if you are writing about open campus and all of your research is discussing the negative aspects of it, your abstract should discuss this.

> *In the following paper, the concept of open campus policy is discussed. Most existing literature on the topic discusses the negative aspects of this policy. Some of the most often cited negative aspects include the ideas of legal liability and attendance issues.*

Step #6: Formulate your "Reference" page. You should make sure to compile all of the Paraphrasing Sheets from your articles and build your reference page. Feel free to use an online resource such as the websites below to help organize your references:

http://www.easybib.com/

http://www.citationmachine.net/

The following pages will provide you with tips for creating your Google Slideshow and for creating a formal outline of your paper.

How to Create a Professional Slideshow

- Create a presentation outline to ensure a logical flow from beginning to end
- Design should direct attention, not distract
- Use consistency of design from slide to slide
- Prepare no more than 3 slides per minute for oral presentations (12-18 slides for this project)
- Avoid listing important information at the bottom of the screen
- Use a "7/7 Rule" -- no more than 7 words per line and no more than 7 lines or points per page
- Limit punctuation
- Avoid abbreviations, acronyms and slang
- Use **HEADING** font size of 36 to 48
- Use **BODY/TEXT** font size of 24 to 30
- Avoid serif fonts and italics
- Use clean, easy-to-read fonts [Examples: Arial, ArialMT, Verdana]
- Use fonts uniformly throughout slide show
- Select a font color darker than the background color
- Avoid underlining – it suggests a hyperlink
- Avoid distracting 'word art'
- Use upper and lower case letters [Note: Words in all capitals are harder to read]
- Use simple background colors
- Use light backgrounds with dark text for ease of reading
- Consider color blind viewers
- Use color to highlight important phrases
- Be aware that colors convey moods [Example: dark colors create somber mood]
- Insert no more than 2 images per slide

- Consider visual balance when inserting images
- Ensure that images are appropriately sized for participants to see
- Avoid distracting animations
- Avoid using graphics as backgrounds for slides
- Limit to 1 audio or video clip per slide
- Use short audio and video clips
- Ensure that audio and video clips enhance the presentation content
- Use audio and video clips to capture listeners' attention and enhance themes

How to Organize and Write a Formal Speech Outline

There are a few general rules you should be aware of that govern all formal outlines.

- Items should follow logical order.
- The higher the heading level, the more general the statement.
- Every "A" must be accompanied by a "B".
- Use either sentences or phrases in your outline, but not both.
- Sentences are followed by periods; phrases are NOT.
- Items must be in parallel structure.
- The outline should be **consistent**.

Items should follow logical order.

First of all, make sure that the content of your outline is logical before you start nitpicking on the format. Do the headings make sense in the order you have placed them? Are items that are closely related placed together for a more natural flow of ideas?

The higher the heading level, the more general the statement.

Don't let this rule confuse you. All this guideline says is to make your subheadings increase in detail with each subsequent level. It's easier to visualize the rule this way:

I. General statement
  A. More detailed statement
    1. Even more detailed statement

To further clarify the levels of specificity, here is a short example. Notice the increase in the amount of detail supplied the "deeper" the level of the point. Remember that you need to maintain consistency in the level of specificity you have given each level. In other words, if this example had a point "B," it would have to match point "A" in its level of detail.

I. Dramatic Film is worth watching.

A. Dramatic film accurately conveys life truths.

1. ***The Green Mile*** **demonstrates that bad things can and will happen to good people.**
2. ***Frequency*** **shows the need to face one's past in order to learn from and move past it.**

Every "A" must be accompanied by a "B".

If the example given for the previous rule were a completed outline, then it would violate this guideline. If there is an "A" in your outline, there must be a "B." The same goes for "I" and "II," "1" and "2," "i" and "ii," and "a" and "b." The reason for this rule is logical: a point cannot be sub-divided into less than two subpoints. To give a main point only one subpoint would be to divide it by one, which results in the same main point, so the subpoint is redundant.

Use either sentences or phrases in your outline, but not both.

As self-explanatory as this rule is, it is one that SO many people forget when writing outlines. Please, please, please do not mix sentences and phrases in your outlines. If your first main point is a complete sentence, then let that format guide the rest of your main points and subpoints. Sometimes your outline instructions will specify that the points be written as phrases or sentences, but usually the choice is left up to you. If you want your work to look professional, make sure you choose to write in either sentences or phrases and then stick to it.

Sentences are followed by periods; phrases are NOT.

Hopefully this rule is also self-explanatory. Making sure you go back and check to make sure you haven't placed a period at the end of any phrases and that all your sentences are followed by periods is one of those final touches that will make your outline look professional. Because outlines are so textually sparse, readers' eyes WILL notice when some lines have periods and others don't.

Items must be in parallel structure.

Parallel structure is, in short, a similar pattern of words. Again, consistency is the key. If you use one form of phrasing your points, then you need to stick to that format for that **heading level**.

This is another rule that is best explained through illustration.

I. Things to do in the summer
- **A. Indoor activities**
  - **1. video game playing**
  - **2. reading**
- **B. Outdoor activities**
  - **1. swimming**
  - **2. surfing**

II. Things to do in the winter
- **A. Indoor activities**
  - **1. video game playing**
  - **2. reading**
- **B. Outdoor activities**
  - **1. skiing**
  - **2. camping**

Notice that the heading levels remain in parallel structure. I matches up with the format of II; A matches up with the format of B; 1 matches up with the format of 2. Since the activities listed in the outline end in –ing, they **ALL** must end in –ing for that sublevel. Listing "reading" and then "to play volleyball" as summertime activities would be an error in parallel structure. This is another area in which you can easily mess up your formal outline without realizing it. Just pay attention to the way you word your main points and subpoints and you should be fine.

The outline should be consistent.

Consistency has been a part of each and every rule thus far, but it's important enough that I wanted to emphasize it one last time. The power of consistency is that it makes your readers comfortable; they know what to expect in the formatting so it fades into the background and they can focus their attention on the content of your outline. If you make an error but make it consistently, sometimes your reader won't even notice! It's when you start changing things constantly that you call attention to *how* you are writing instead of *what* you are writing and you divide your reader's attention.

Final words…

Remember that there is no "one size fits all" recipe for creating a formal outline. The adjustments you make to your outline will depend on the style guide you are using, the industry you are in, and the instructions your professor/boss gives you. For example, some professors cannot stand to see the words "Introduction" and "Conclusion" on a formal outline, whereas for others it is perfectly acceptable to include those headings.

Senior English
Research Paper

Name _____

RUBRIC

_____ **/10 Introduction:** Introduction gives an overview of the paper. The introduction uses either a quote, anecdote, startling fact/statistic, or question to introduce the topic.

_____ **/ 5** Well-defined thesis statement

_____ **/ 60 Body of Paper:** The body of the paper is well written, thorough and well supported. It is informative, organized, and well developed.

_____ / 20 Adequate information is given describing the problem as it exists at Howell High.

_____ / 20 Adequate research is provided to explain why this problem must be solved.

_____/20 Adequate information is given describing the solution to this problem.

_____ **/5 Conclusion:** The conclusion "wraps up" the paper. It is interesting and well written.

_____ **/35 APA Format:** Paper uses APA title page, abstract, page numbers, and in-text citations. It is 5-7 pages in length. Uses *Times New Roman*, and size 12 font (10 points). All information is adequately paraphrased. Direct quotes have quotation marks. **At least five in-text citations are found throughout the paper (5 points each)**

_____ **/ 15 Reference Page:** The paper uses at least three (3) sources.

These sources are documented on a separate "Reference" page using appropriate APA format.

_____ **/ 25 Grammar/Mechanics:**

_____ **/ 10** Correct Grammar/Spelling/Punctuation
_____ **/ 10** Variety in sentence structure
_____ **/ 5** Consistent verb tense is used in paper

_____ **/ 150TOTAL POINTS**

School Improvement Exit Project-PowerPoint & Formal Outline Grading Rubric

PowerPoint (50 Total Points) _____

- Slides are organized in a logical or sequential manner that demonstrates understanding of the topic and thorough research
- At least 12-18 slides have been prepared
- All slides follow "7 x 7 Rule"
- Creativity is evident throughout PowerPoint (charts, graphs and pictures are used).
- Basic rules of grammar, spelling and punctuation are followed
- Fonts are appropriate sizes (Headings: 36-48, Body/Text: 24-30) and easy to read
- No more than two images per slide

Formal Outline (50 Total Points) _____

- Items should follow logical order.
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TOTAL _____/100

Comments: