

Sample

## READING REPORT GUIDELINES

### DUE DATES:

- Reading Report # 1 is due \_\_\_\_\_ at the end of class without penalty. This book must be **fiction**. MARKS = \_\_\_\_ .
- Reading Report # 2 is due \_\_\_\_\_ at the end of class without penalty. This book must be **non-fiction**. MARKS = \_\_\_\_ .
- Reading Reports # 3 & # 4 are due \_\_\_\_\_ at the beginning of class. These books may be either **fiction or non-fiction**. **OPTIONAL**.

2-for-1

### GENERAL INSTRUCTIONS:

1. The books you choose to read for these reading reports
  - (a) must be at least 200 pages in length;
  - (b) must be read this semester (not before);
  - (c) may not be part of this course or a text in any other course;
  - (d) must be approved by me in advance.
2. The reports you write and submit (unless otherwise specified by me)
  - (a) must include the appropriate **cover page** with the necessary details noted;
  - (b) must include a **plot summary** (for fiction) or an **information summary** (for non-fiction) of 1½ to 2 pages in your own words, double spaced, on one side of a leaf, and neatly written or typed (w/ 12 point font);
  - (c) must include your own **appraisal** of 1½ to 2 pages in your own words, double spaced, on one side of a leaf, and neatly written or typed (w/ 12 point font).
3. Reports may be handed in before their respective due dates, but those not submitted on time will lose \_\_\_\_ marks each day for lateness and will not be accepted for numerical credit one week after the due date. **You may choose which one you want me to mark, but, to be eligible for any marks, you must complete both Reading Report # 1 & # 2.** ★  
These major projects will be included in your grade average for Term \_\_\_\_ .

### ADDITIONAL REMINDERS:

- Carefully proofread your final draft and neatly correct any errors.
- Fasten all sheets securely and give the completed good draft of your report to me personally.
- Keep your book — in the event that I need to see it — until I return your marked report.

[Apt/HD/WTW2for1RRGuidelines/Pres/TEACHER WORKSHOPS: MARKING TIME, Pt.1]

Tim's presentations for teachers – Website: [www.timwesthead.com](http://www.timwesthead.com) Email: [tim@timwesthead.com](mailto:tim@timwesthead.com)