** Essay 10: “Best Day of Their Life”**

**Date:** Due

**Overview:**

In this essay students will write a recount of the best day of their life. Students should reflect on what that day meant to them and why it was their best day. Furthermore, they should also discuss how they can make future days similar to the best day they have ever had.

**Preparation Work and Tasks:**

1. Prewriting: think about what you want to write about, and write down all of your points in an organized manner. Think of the following:
* Does this topic meet the assignment requirements?
* Why am I writing this?
* Who am I writing for?
* What order will make my ideas most interesting/understandable/appealing to my audience?
1. Drafting: begin writing your first draft of your essay. Introduce your topic in the beginning, continue with the main body, and finish with a strong conclusion. Keep in mind of the following points:
* How will I get and keep my audience’s attention?
* What key words or phrases can I use to keep my writing logical and easy to follow?
* Focus on the purpose and your audience.
1. Revising: can be the most difficult part of the writing process. Do not revise your work right away. Let it sit overnight or longer, so that you can gain some perspective on it. When you revise your draft, try to look at the big picture before you tackle the details. Concentrate on three things:
* Keep your essay focused to emphasize the main point and achieve its overall purpose.
* Check the content to make sure you included enough information for your audience, but hasn’t included any unnecessary information.
* Organize the information to suit your purpose, and rearrange any paragraphs to make your point more effective.
1. Editing and Proofreading: is the final revision stage in the writing process. Now is the time to focus on grammar and spelling. Look for the following:
* Correct grammar, mechanical, and spelling errors.
* Look for ways to make your writing sound better.
1. Final Draft: type and print your final essay in good.

**Evaluation:**

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Level 4** | **Level 3** | **Level 2** | **Level 1** | **%** |
| Amount of Information | All topics within the essay are addressed and all questions are answered. | All topics within the essay are addressed and most questions are answered. |  |  | 20 |
| Quality of Information | Information clearly relates to the main topic. It includes several supporting details and/or examples. | Information clearly relates to the main topic. It provides a couple supporting details and/or examples. |  |  | 20 |
| Sentence Structure | All sentences are well constructed with varied structure. | Most sentences are well constructed and there is some varied structure. |  |  | 20 |
| Mechanics | No grammatical, spelling, or punctuation errors. | Almost no grammatical, spelling or punctuation errors. |  |  | 20 |
| Audience | Demonstrates a clear understanding of the potential reader and uses appropriate vocabulary and arguments. Anticipates reader’s questions and provides thorough answers appropriate for that audience. | Demonstrates a general understanding of the potential reader and uses vocabulary and arguments appropriate for that audience. |  |  | 20 |