

1. Introduction

a. Thesis statement - tell what you are writing about, main topic sentence for entire essay.

b. Grab audience attention

2. Middle - Body Paragraphs

a. First name - need to include details that fully answer the 3 questions

b. Middle name - See a above

c. Last name - history of last name

3. End - Conclusion

a. Restate thesis

b. Restate **ONLY** the **MOST** important or interesting facts from body paragraphs

c. Personal reaction - do you like your name?

Formatting -

- a. Typed or hand written
- b. Double-spaced regardless
- c. Blue or black ink
- d. Non-script font for report
itself and 10-14 pitch

Title Page -

- a. Title - Toward top of page, centered -
Be creative!!!
- b. Proper info - name, date, etc. bottom
right hand corner
- c. May include a picture
- d. Does not have meet requirements for
report

To turn in:

- a. Final draft
- b. Pre-Write
- c. Any other drafts you did
- d. Rubric