

Student Name
Mr. Farnsworth
Class Period
Date

**Tips for successful completion of the Reading Response Questions for Mr. Farnsworth's
U. S. History writing assignments.**

1. Write down the assignment in your planner or assignment book. They will most likely be due the class period before the test.
2. When you are absent, please get the assignment from the instructor or a class member right away. Remember the handbook policy on late work.
3. Complete it on time and typed in Courier New or Times New Roman with 12 pt font.
4. Your heading should be formatted as follows: upper left hand corner, your name, Instructor's name, class period, date (See Example).
5. Your answer should be written in complete paragraph form. An introductory sentence that previews the explanation, supporting sentences with specific examples and transitions which will fully answer the question. A concluding sentence that wraps up or reviews the answer. Here is a helpful hint, if the instructor has to ask himself clarification questions like who, how, when, why, etc. Information was most likely left out. Additionally, you will need to cite all information that you copy, paraphrase, or summarize in Chicago Manuel Style, see point 8.
6. Unless asked to give your opinion or a narrative, remember answers should be written in the 3rd person exposition.
7. Remember to use correct writing skills i.e. grammar and spelling rules. Look these rules up in your grammar book if needed. Students need to be aware that points will be deducted if these mistakes make the homework difficult to understand and grade.
8. As this is a history class, you will reference the information from your reading assignment by using the Chicago-style endnotes and footnotes. For help and assistance, please see pages 197-230 in your Diana Hacker *A Pocket Style Manuel*, 5th¹ edition. Below are 3 helpful hints that must be followed:
 - Like MLA signal phrase verbs should be in present tense.
 - When you summarize or paraphrase the information use your own words or it is plagiarism.²
 - If you write a direct quote that is longer then 5 lines, it needs to be off set.³

¹ Hacker, Diana. *A Pocket Style Manuel*, 4th ed. Boston, MA: Bedford/ St. Martin's, 2009.

² Ibid., 199-202.

³ Ibid., 203.