

**ENGLISH INSTRUCTION SHEET**  
**ENGLISH I/SEMESTER 2**  
**LITERATURE AND COMPOSITION**  
**TEXTBOOK: PRENTICE HALL LITERATURE GOLD**  
**(DARK GREEN COVER)**

- Use a spiral notebook for all work.
- Label all sections, pages, and activities.
- **ASSESSMENT:** Each section is worth 50 points, based on journal entries, active reader notes, write to hand in, oral discussion, objective test, and/or essay test. In the case of novels, for some independent studies, and individual students, the instructor may assign other types of assessment.
- **PRE-READ/READ:** 1. Read *the Guide for Reading* before reading the selection. 2. Read the vocabulary words at the bottom of the page for each selection. 3. Read over the *Responding to the Selection* questions. 4. Read the assigned pages on your cover sheet.
- **VOCABULARY–** Write down vocabulary words, their definitions, and use each one in a complete sentence. The sentence should show your understanding of the word’s meaning.
- **ACTIVE READER NOTES:** Complete the required Active Reader Notes (see instructor for forms). For each section, choose one selection to write Active Reader Notes (unless otherwise instructed).
- **RESPONDING TO THE SELECTION:** Answer all questions in complete sentences. Restate the question in your answer.
- **ANALYZING LITERATURE:** Read the paragraph(s) that introduce the ideas that you will be discussing. Answer all questions thoroughly, and in complete sentences.
- **CRITICAL THINKING AND READING:** Read the paragraph(s) that introduce the ideas that you will be discussing. Answer all the questions thoroughly, and in complete sentences. Answer the entire question.
- **THINKING AND WRITING:** Read the instructions. Brainstorm and free-write. Craft your ideas into two or three paragraphs (a paragraph has five sentences).
- **USAGE AND MECHANICS WORKSHEET:** On these worksheets, look for misspelled words, punctuation errors, run-on sentences, misuse of words, and misuse of verb tense (the number of errors to find is in parenthesis).
- **WRITE TO HAND IN:**
  1. Complete a prewriting process in your journal, such as clustering.
  2. Hand-write the first draft in your journal (use double spacing and edit your hand written copy).
  3. Type, print, revise, and edit your second draft by hand (use Times New Roman font, 12 point size, and double spacing).
  4. Edit second draft by hand.
  5. Type corrections, print, and submit all drafts to instructor, with the most recent draft on top.