JUNIOR HIGH PALM PAL BIOGRAPHY ASSIGNMENT

Products:
- **Interview Questions and Answers**
- **Multi-paragraph Biography Composition (Rough and Final Draft)**
- **Palm Pal Bio Card**

Product Requirements:

Interview Questions and Answers:
1. In OfficeSuite MS Word, type at least 10 questions you would like to ask your palm pal in an interview setting.
2. You will interview your palm pal to type your answers below each question in MS Word.
3. After you have completed your interview, you will Beam your interview questions and answers to your palm pal to make sure your answers are completely accurate and also for peer editing.
4. Your Palm Pal will beam your interview questions and answers back to you after they have looked them over.
5. Save in MS Word and Send your interview to WiFile Pro, Students, Your Grade and Folder, EEFGRANT 05-06/English Folder as "**Palm Pal Interview**."
6. After saving, print your Interview Questions and Answers to turn in.

Multi-Paragraph Biography:
Prewriting
1. Using the information gathered on your Palm Pal from your Interview, begin Prewriting.
2. In Notepad, you will Brainstorm by drawing a web, making an outline, taking notes, drawing a hand, etc. using your gathered information.
3. After prewriting by brainstorming, Send your Note to WiFile Pro, Students, Your Grade and Folder, EEFGRANT 05-06/English Folder, naming it "**Palm Pal Prewriting**."
Drafting
1. In OfficeSuite MS Word, type your multi-paragraph biography composition Rough Draft. You must include an Introduction, Body, and Conclusion. Remember, at this stage of the writing process, you are not concerned with spelling, grammar, and punctuation.

2. After completing your rough draft, Save in MS Word and Send it to WiFile Pro, Students, Your Grade and Folder, EEFGRANT 05-06/English Folder as "**Biography Rough Draft**."

Revising and Proofreading

1. Open your rough draft from your folder and revise for any mistakes in your information to change or add things to your biography.
2. After revising, proofread your biography for any errors in grammar, spelling, and punctuation.
3. After proofreading your biography, beam it to your palm pal to revise for accuracy of information and peer edit for grammar, spelling, and punctuation.
4. After your palm pal revises and proofreads your biography, they should beam your biography back to you.
5. Save in MS Word and Send it to WiFile Pro, Students, Your Grade and Folder, EEFGRANT 05-06/English Folder as "**Biography Revision**."
6. Print your revised copy to turn in and begin typing your final copy.

Publishing

1. Using your revised and proofread copy, type your Final Draft.
2. After typing your final draft, Save it in MS Word and Send it to WiFile Pro, Students, Your Grade and Folder, EEFGRANT 05-06/English Folder as "**Biography Final Draft**."
3. Print your Final copy to turn in for a grade.

Biography Format:

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Name
Date
English/Class
Due Date

      "Palm Pal's Name"

    _____
  _____
  _____
      _____
  _____
  _____
      _____
  _____
  _____
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Palm Pal Bio Card:
1. In OfficeSuite MS Word, Open the "Palm Trading Card" Template. (The template is in WiFile Pro, Students, Templates)
2. Delete the wording in the right side box and place your stylus in the box to put your cursor there. This is where your picture will be placed.
3. To insert your Palm Pal Picture, you have to open it in WiFile Pro, Students, Your Grade, Palm Pal Pictures saved as your Palm Pal's "name."
4. Using your stylus, click on the name and send to the Media Program.
5. Once your picture is in the Media Program, take your stylus and do your Shortcut Stylus Stroke and take a screenshot of your picture. This immediately sends your picture to the Paint Program.
6. Go back to MS Word, keeping your cursor in the right side box, go to Format, Insert Image, double click PDA, and select the last screenshot to insert your picture.
7. In the left side of the box, center your Palm Pal Bio Poem using the format projected on the board.
8. When your Bio Poem is complete, you need to change the Font size to at least 20pt, you may change the color to your pal's choice, and the font type, if you would like. Also, center the picture in the right side using the space bar and enter key.
9. Put your full name, and English/class below the card
10. Save to MS Word and Send to WiFile Pro, Students, Your Grade and Folder, EEFGRANT 05-06/English Folder as "**Palm Pal Card**."
11. Print your Palm Pal Card to turn in for a grade.

NOTE: To view the Palm Pal card, you have to change the view percent in the top right hand corner.

Palm Pal Card Format:

Bio Poem _____ _____ _____ _____ _____ _____ _____	Palm Pal Picture

Your Full Name
 English/Class