

Assignment Sheet



Memo

From: The Editor

To: You

Due Date:

During the up-coming job shadow day, you will be acting as a newspaper reporter. Your job is to write a profile article on the person you will be observing during the day and on the work that he or she does. Here is your assignment.

Stage I – PREPARING TO GO ON ASSIGNMENT

- In class, look at sample profiles of people at work. From these, the class will decide on the characteristics of a good article. The quality of your own article will be judged according to this list of characteristics.
- Make up a list of questions that you want to ask your worker during the job shadow day. You will use these questions to learn all you can about the person and the work.

Stage II – ON ASSIGNMENT (JOB SHADOW DAY)

- Observe carefully what the person does on the job. Ask why they do things the way they do. Take notes.
- During the day, ask all the questions that you have prepared in **Stage I** and any other questions you think of during the day. Take detailed notes. This is the raw material for your article.

Name: _____

Date: _____

Stage III – WRITING AND EDITING

- Organize the information from your notes and use it to develop an outline for your article on the person you visited.
- Write a draft of the article based on your outline. Keep in mind the characteristics of a good article that the class decided upon in **Stage I**.
- Work with a partner in class and critique each other's work. Help one another to create excellent pieces of writing.
- Edit your article, based on feedback from your partner and from anyone else you get to help you.
- Hand in the following on the due date: your questions and notes, your outline, your draft and your finished article.

MAKE SURE THAT YOUR WORK IS THE VERY BEST YOU CAN DO! THE PERSON WHO IS THE SUBJECT OF YOUR ARTICLE WILL RECEIVE A COPY OF IT.