Written Report:

Use Microsoft Word or write your final copy in your best printing about your famous person. Include information in a logical order to include:

* Where was this person born? In what year?
* Where did this person grow up?
* What does/did this person do for a living?
* Why is this person famous? What did/does this person do to become famous?
* How has this person made an impact on others’ lives?
* Quotes and interesting information about the person
* You must also include a Works Cited page in MLA citation (we will review throughout the term and an information sheet will be provided until then).

It might be best to separate these into sections of your paper. Remember to write about more than just their jobs. For instance, famous football players are often famous for more than just playing football. They often have one or more charities that they will work for, etc. Include this information as it is often more important and significant than playing a game.

Also, you must include WHERE you got the information from. This means you need to use parenthetical citations throughout your paper. A parenthetical citation tells the author of the source (or if no author is listed, the title of the source) from which you got your information. If the information comes from a book, you must also include the page number from which you got the information. An example follows:

Hammerin’ Hank Greenberg considered Joe Roginski, a 13 year old bat boy for the Tigers, to be his “good luck charm” during the season (Sommer 55).

**Also remember the following things about your written report:**

1. **DO NOT CHANGE THE FONT SETTINGS FROM THE DEFAULT (CALIBRI 11).**
2. **You need to have your name at the top left hand side and a title centered on the following line.**
3. **Indent every paragraph.**
4. **There should be more than one paragraph.**
5. **Rules of Standard English apply (complete sentences, correct usage, spelling, grammar, etc).**
6. **No slang unless quoted.**
7. **Works Cited page should be on its own separate page.**
8. **Make sure you ask for help when saving, if you need it, so that you don’t lose all your work!**
9. **First reports will be given on February 11. No time will be given in class to work on these reports after February 8.**