HOW TO FORMAT WRITTEN TASK #1 AND WRITTEN TASK #2 FOR IB SUBMISSION

*\*\*Your name should not be ANYWHERE on either document. Please hit “CONTROL- F” on your keyboard and search your name, my name, our class name to ensure that everything has been removed from the document that cannot be there.*

**WRITTEN TASK #1:**

 HEADER: Candidate code

* ***NO NAME OR CLASS NAME ANYWHERE ON THE DOCUMENT***

 PAGE 1: RATIONALE

* Times New Roman
* 12 pt. font
* Double-spaced
* Sample rationales can be found here: <http://posthl2019.weebly.com/written-task-1-creative.html>
* Be sure that your rationale includes the following:
	+ How the content of the task is linked to a particular part of the course
	+ How the task is intended to explore particular aspects of the course
	+ The nature of the task chosen
	+ Information about audience, purpose and the social, cultural or historical context in which the task is set.
	+ The rationale should not only include knowledge about the text or topic studied, but also about the formal conventions of the text type produced and how they relate to the aims of the task.

**In paragraph one of your rationale, include:**

* The part of the course your task relates to. In our case: Part IV: Literature- Critical Study.
* The text(s)/author your task relates to.
* Briefly (1-2 sentences) describe your written task including its text type and purpose.
* An explanation of how your written task demonstrates what you learned about the text(s) and/or topic(s) related to the text (2-3 sentences).
	+ For example, your written task might demonstrate your knowledge of specific literary devices, elements, themes, or patterns. Your written task might demonstrate your ability to critically analyze texts and draw inferences from textual evidence.

 **In paragraph two of your rationale, include:**

* An explanation of why you chose the text type you did. How does this specific text type demonstrate your knowledge of the text and related topics? (1-2 sentences).
* A description of the conventions (style, structure, language techniques) of the text type you chose and how they relate to the aims/goals/purposes of your task. (2-3 sentences)
* Some context for your written task. (2-4 sentences)
	+ Who is the narrator/speaker/author?
	+ Who is the intended audience?
	+ Where/when is the task shared?
	+ Give background info that your audience will need to fully understand the purpose of the task.

 PAGE 2: WRITTEN TASK

* Needs to look exactly like the task that you have chosen. For example, if you chose to make a magazine page it should look exactly like a page out of a magazine.

 PAGE 3: WORKS CITED

* Times New Roman
* 12 pt. font
* Make sure indentions are correct
	+ <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html>
* **You must cite the book and all other sources, including pictures, that you used!!**
	+ *The Great Gatsby*
	+ *Macbeth*
	+ *Oryx and Crake*

**HOW TO SAVE & SEND TO MS. THORNE**

1. **Click “SAVE AS”**
2. **Click “PDF” under FILE FORMAT**
3. **Title the document as WT1\_CANDIDATE CODE\_AJOHNSON**
	1. **Written task 1\_Candidate code\_First letter of first name, last name**

**WRITTEN TASK #2:**

 HEADER: Candidate code

* ***NO NAME OR CLASS NAME ANYWHERE ON THE DOCUMENT***

 PAGE 1: OUTLINE

* Times New Roman
* 12 pt. font
* Make sure your name isn’t on this document. Put your candidate code where if asks for your name.
* ***Make sure that you have EITHER copied a picture of your ad OR linked to the video where it asks for the title of your text.***
	+ ***You should NOT have the picture of the ad or the link to the video in your written task. It should ONLY be on the outline.***

 PAGE 2: WRITTEN TASK

* Times New Roman
* 12 pt. font
* Make sure that you are answering ONE of the 6 prescribed questions.
* You should have in-text citations where appropriate.
	+ More info here: <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_in_text_citations_the_basics.html>

 PAGE 3: WORKS CITED

* Times New Roman
* 12 pt. font
* Make sure indentions are correct
	+ <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html>
* **You must cite ALL SOURCES, including pictures, that you used!!**
* Cite any additional sources that you used.

**HOW TO SAVE & SEND TO MS. THORNE**

1. **Click “SAVE AS”**
2. **Click “PDF” under FILE FORMAT**
3. **Title the document as WT2\_CANDIDATE CODE\_AJOHNSON**
	1. **Written task 2**
	2. **Candidate code**
	3. **First letter of first name, last name**