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Story Presentation Organizer

Introduction

Character Description: _____

Setting Description: _____

Problem of Story: _____

Plot

Sequence of Events: Describe obstacles/conflicts/scenes leading to the climax.

1. _____
2. _____
3. _____
4. _____

Climax

Describe the exciting scene in which the problem is solved.

Conclusion

What happens after the problem is solved?



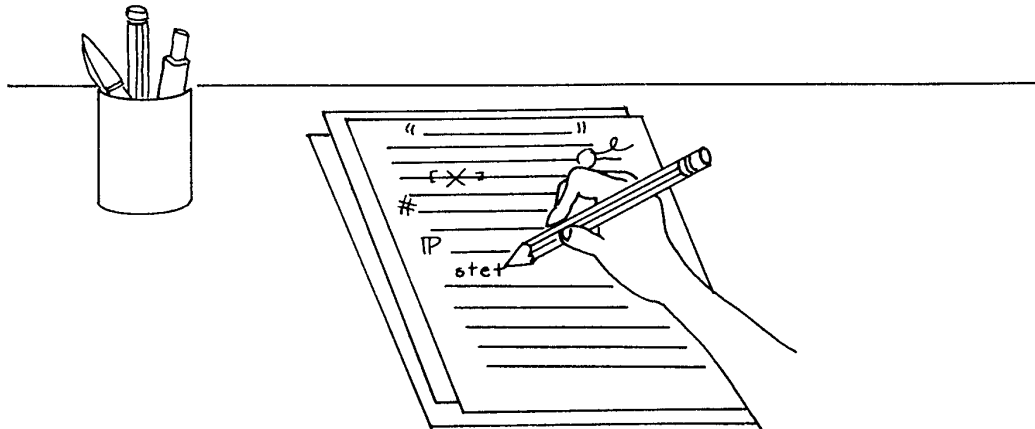
Proofreading, Editing, and Revising

Proofreading

When you first write or plan a presentation, you should feel free to be creative. Don't worry if spelling is correct or even if your ideas are good enough. Just keep planning and writing, using the prewriting pages to help with the organization. Once you have a first draft of what you plan to say and do, you can check to see if you made any sense. Go over your work two or three times and check for understanding and clarity, as well as mechanical errors such as spelling, grammar, and sentence structure. Be sure to read out loud what you have written so you can truly hear if you made errors.

Editing and Revising

At this point you are ready to have someone else check your work. Although the presentation might make perfect sense to you, you need someone who is objective to catch errors in transitions, discover omissions of information, and keep all of the information clear. Use the *Presentation Edit Sheet* (page 16) and have two different people help edit your presentation. The first editor should just listen to your presentation and focus on the content. Was the information clear? Did you include all of the requirements? Did you use clear sentences with rich details and descriptions? Have the first editor make comments on the edit sheet and help you make the corrections on your first draft itself.



The second editor will read your work to help with mechanical errors such as spelling, grammar, and sentence structure. Remember, you can make corrections on your first draft. Circle words or phrases that you want to check. Cross out anything that does not work. Draw arrows to show where to move a phrase that would work better someplace else. Many people find it helpful to skip lines when writing a first draft so that they have plenty of room for editing and revising. Like the first editor, the second editor should write comments on your edit sheet and help make corrections directly on your first draft.

Once you have met with both editors, it is time for your final revisions. It may be that all you have to do is rewrite using the notes, additions, and scribbles that appear on the first draft. As you work, you may have more ideas for making your presentation even better. That's okay. Editing and revising are ongoing processes that keep recycling until you are pleased with the final product. However, creating is a process that never ends. With each project you do, you learn more about how to make the next one even better.