

Microsoft Word Assignment: Work Experience / Biography

Due Date: Wednesday, November 9, 2011

Points Possible: 50

Objectives: This assignment will give you the opportunity to

- practice what you've learned about Word
- think about your personal history and/or work experience (which is an important step in the job search process)
- create a document that explains some part of your life history / experience
- troubleshoot any issues you may encounter in creating the document

Directions: Here is an outline of a writing process that may help you with this assignment.

1. Think about your personal history, especially your work history. It may help to
 - write some notes
 - make a timeline
 - sketch a diagram
2. Write a rough draft of your history or work experience. Do this in Word.
 - This will add to your notes, timeline, and/or sketch.
 - The writing process will often spark more ideas / memories.
3. Select the areas that you would like to focus on.
4. Write a second draft.
 - You will probably delete several parts of your rough draft.
 - You will probably need to add more detail to your rough draft.
 - You will probably need to reorganize your writing.
5. Find a suitable picture and insert it in your document.
 - You can use the scanner in the computer lab if necessary.
 - Be sure to include a caption and a source footnote.
6. Format your document to make it look professional.
 - Remember, white space is important.
 - Don't use too many font styles. (One or two should be enough.)
7. Proofread and correct the document.
 - Use the spelling and grammar checker.
 - Have someone else proofread.
8. **Submit the Word document via Moodle by the due date.**

The Finished Document should meet the following criteria:

- ☐ File name correctly formatted:
 - **Biography, Last Name, First Name (or Initial)**

or

- **Experience, Last Name, First Name (or Initial)**

➔ Example: Biography, Dickson, D

- ☐ Professional looking document
- ☐ Title at the top of the page, using the Title Style. (The title might just be your name.)
- ☐ Include at least one heading, using a Heading Style.
- ☐ One to two pages (standard letter size paper, 8.5" x 11")
- ☐ Minimum number of words: 200
- ☐ 11 – 14 point font for the body text
- ☐ Line spacing: 1.5 to 2
- ☐ At least one photo, with
 - Caption, and
 - Source attribution in a footnote, including the name of the author, title of the work, type of work (e.g. picture), year of creation, where you got it, and the date accessed (if it's from the Internet)

Examples of footnotes:

¹John Doe. "The Greatest Picture Ever," photograph, 2006, *Wikipedia.org*, <http://commons.wikimedia.org/wiki/File:ABC###%.jpg> (accessed October 15, 2011).

²David Dickson. "David with farmers in Mali," photograph, 1991, personal collection.

Note: For this assignment, you must include a source attribution footnote even if it is a picture that you own.

- ☐ Correct spelling, grammar and punctuation.
 - Use the spelling and grammar checker.
 - Also have someone else proofread it for you.

*If you have a creative idea that would vary from the criteria, check with the instructor to see if it's ok. If you don't consult the instructor about this, your score will depend on following these criteria.