Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **#**

**Silent Exchange**

 *“The art of silence is as great as that of speech.” German Proverb*

Objective:

1. To practice following written directions.
2. To introduce members of the class.
3. To write a paper in which you describe the students you meet.

Directions:

 In the next few days you will practice the art of silence and the art of written speech. Today at the given time, everything you do is in writing. No one should speak. If you don’t understand something, write your question on a sheet of paper for an answer from me.

Procedure:

1. On three separate sheets of paper, put your name on the top left hand corner. On the top right hand corner mark a spot / line for the person receiving the note.
2. Next, list eight to ten questions to be answered by the person receiving the sheet. Don’t ask questions that can be answered with “yes” or “no”. Instead, ask questions that will help you to describe that person. Also, don’t ask the very same questions on each sheet. Find out different information for different people.
3. Pass out your notes!
4. When returned, read the information carefully and thoughtfully. Is there any additional information that you could ask? What else could you add to write more about that person? Write this down and return to that person. Collect that needed information!
5. Now write about that person… and the next, and the next. Three strong paragraphs about three new people you have met.
6. After you have finished these paragraphs, what was this assignment? Include it as your introduction.
7. Next write a paragraph that summarizes what you have learned about these three people. For instance, what common interests do they share? How are they different? (age, height, likes/ dislikes, academics, sports, etc.)
8. Re-read and rewrite this draft onto one sheet of paper. Organize into a five paragraph paper. Title it appropriately. Re-read once more for self-corrections.

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Five Paragraph Paper**

 **Weak** **Poor** **Good** **Very good**  **Excellent**

**Introduction: 0 2 5 7 10**

 **(Introduces the topic)**

**Body Paragraph:**

 **(Proper organization)**

 **Paragraph one: 0 2 5 7 10**

 **Paragraph two: 0 2 5 7 10**

 **Paragraph three: 0 2 5 7 10**

**Conclusion:**

 **(Sums up what was stated.) 0 2 5 7 10**

**Details: 0 2 5 7 10**

**Punctuation/Capitalization: 0 2 5 7 10**

**Correct Spelling: 0 2 5 7 10**

**Title/ Neatness: 0 2 5 7 10**

**(+) Focused: 0 2 5 7 10**