

## How to do Graf Summary Assignments

Please read this document carefully. Getting these assignments to me in the format required and the right way is important. And part of your grade.

1. Open the reading assignment
2. Open a new file in a word processing program. Word is best and you have free access. But use google docs if you are more comfortable with that.
3. Write the name of the author and the book chapter or essay at the top of the page.
4. Write your name on the top of the page.
5. Save/Title your work like this: "your last name name of author/essay Graf Summaries". Like this: "Roche Olsson Intro Graf Summaries".
6. Make sure your last name is the first word of the title. Not your first name.

There's a couple of ways forward. Here's the one I suggest. Read three or four paragraphs at a time and then go back. And do the following.

1. Reread paragraph one.
7. On your document, the one titled "your last name name of author of assignment graf summaries" type the number one 1. Then write a short sentence summarizing the point of that paragraph.
2. Like this: "Olsson opens his intro by admitting how unusual the book and its subject are."
11. Then type the number 2 and the next summary: "Olsson describes how he used to play video games but stopped when he went to graduate school."
12. Then the number 3 and your summary of that graf.

And so on. Until you've written a sentence for every paragraph. Depending on the length of the reading, this assignment can take quite a bit of time. But, in that time, you will have cranked back up the writing muscles in a pretty low stakes assignment. And more importantly, reacquainted yourself with analytic and interpretive reading.

Please read these next instructions very carefully. When you have completed the assignment, you need to send it to me. And doing this right is important and part of your grade.

2. No matter what program you used to write the original document, it needs to be saved as a pdf. ([To convert a google doc to pdf](#)) (To convert a Word file to a pdf use the "save as" feature under file) and onto your desktop.
3. Open an email program and in the recipient box type [jroche@wooster.edu](mailto:jroche@wooster.edu)

4. In the subject box type use the same name you used for the title of the document: your last name last name of author and chapter. Like this "Roche Olsson Intro Graf Summaries"
5. Attach the email to the document. Click on the pull-down menu for attachments (it's the one that looks like a paper clip) or drag your pdf from the desktop into the email window and it should attach.
6. DO NOT SEND ME A LINK TO YOUR DOCUMENT! IT MUST BE AS A PDF ATTACHMENT.
7. Hit send.