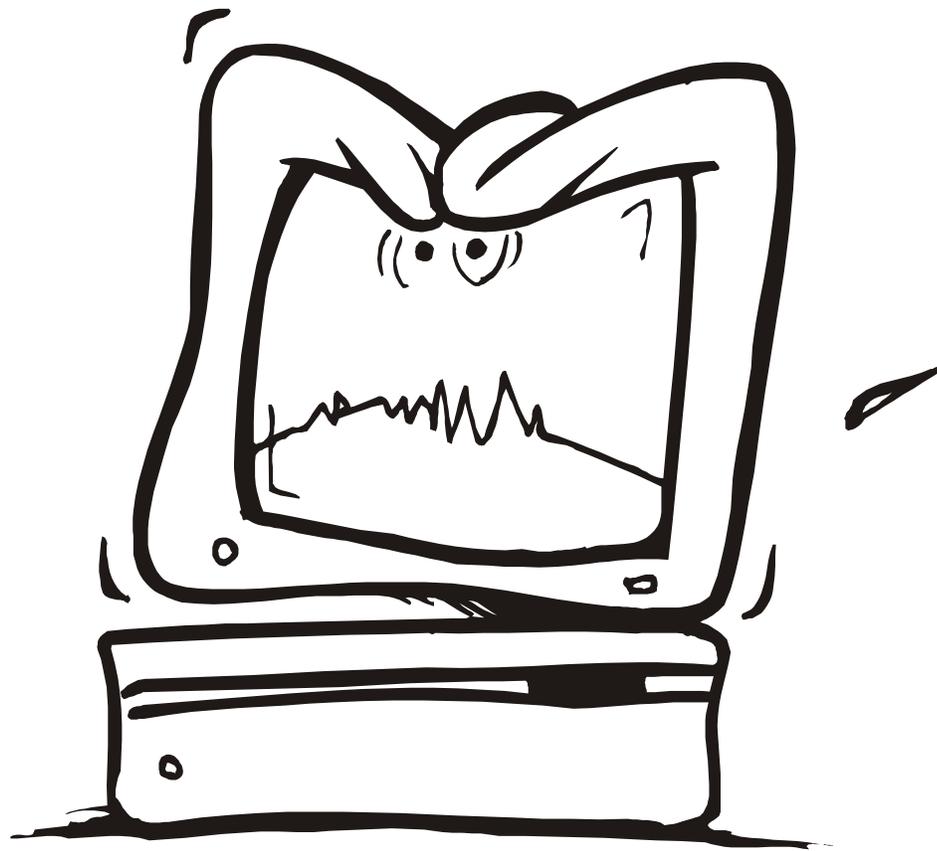


Assignments

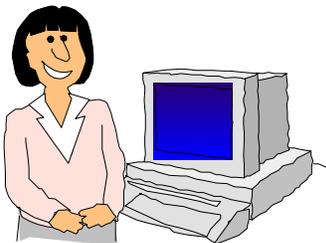


By Joyce Kirst

Dear Student,

I designed the assignments in this booklet to help you practice the computer skills you will be learning in class. In past semesters, my students have made significant progress in their overall writing, showing improvement in writing fluency, complexity, and accuracy. I believe that you, too, will notice your powers of composition increasing as you work your way through this booklet.

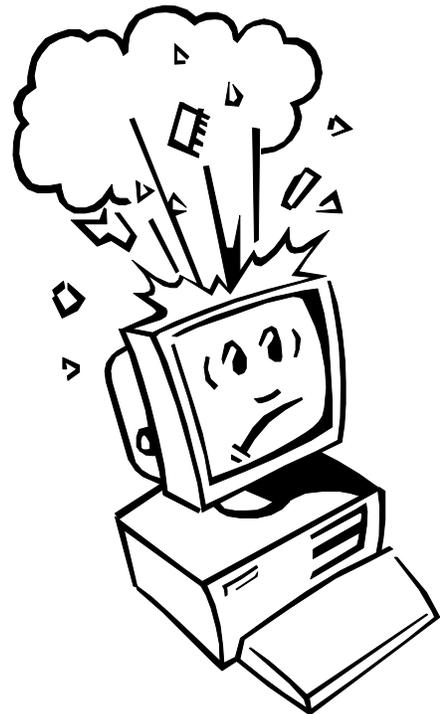
The topics cover a variety of subjects, from fear to fantasy, from hopes to holidays. If you are enrolled in an English class, I encourage you to practice the skills you are learning there in these assignments, as well. I look forward to reading all of your documents this semester!



- Joyce Kirst

ASSIGNMENTS

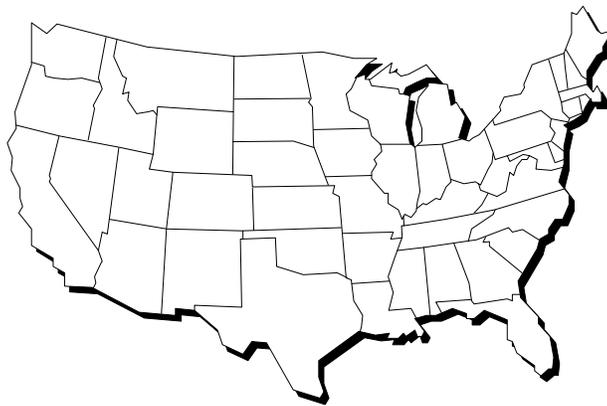
1. State of Being
2. Face Your Fears
3. The Best Thing I Ever Learned
4. Computer vs Pencil
5. Be A Sport
6. Best Teacher
7. Fire!
8. When Bad Things Happen To Good People
9. Tick Talk
10. Saturday Night at the Movies
11. Advice to New Students
12. Zen
13. The Tale of the Man Who Was Too Lazy to Fail
14. Thinking
15. Equal Justice
16. Best President
17. Lottery Fever!
18. Photographs and Memories
19. Vacation
20. Dear Mr. President
21. Steps for My Computer
22. Happy Holidays
23. You're the Teacher
24. Money, Money, Money
25. Expert
26. Responsibility
27. Math Mania
28. Hopes and Dreams
29. Weather
30. TV-Land
31. *Research Project*



Assignment

State of Being

If you could live in any state besides California, where would you choose to move and why? Write a paragraph about your dream state. Then write a second paragraph addressing the following: If that new location is so great, why do you still live here? Is this area better than your dream state for some reason? **Discuss your ideas in a document titled: STATE.**





Assignment Face Your Fears

In a short paragraph identify what frightens you most about computers. What makes you nervous? What causes your heart to race? What makes your "fight or flight instinct" rise every time you get near computer technology?

After writing, save your paragraph to your disk in a file named a:fears, and exit.



Assignment

The Best Thing I Ever Learned

We have all learned many things in our lives. Some of these accomplishments came easy for us, while others required a great deal of effort and perseverance. Think of one thing you've learned that makes you especially proud because you really worked for it.

Write a paragraph titled "The Best Thing I Ever Learned" in which you describe your special achievement. Save your document to your disk. Remember to name it:

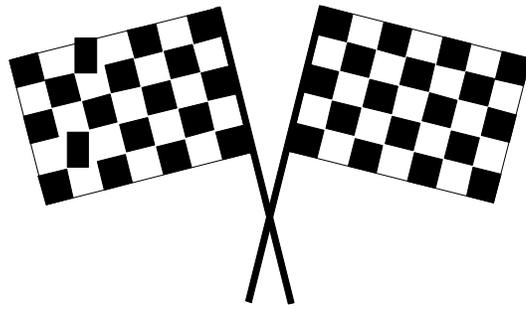
A:TITLE



Assignment Computer vs Pencil

Compare and contrast a computer and a pencil. How are they similar? How are they different from each other? Describe situations where one tool better than the other for some reason.

After writing, print, save and exit.



Assignment Be A Sport

Many people have expressed the opinion that professional sports have become too violent. They point to recent incidents of fights, outbursts, and even assaults involving high profile athletes. It has been proposed that these athletes should be barred from their sports and prosecuted for their behavior.

Do you agree or disagree with these fans. Give reasons to support your opinion.

After writing, print, save and exit as usual.



Assignment BEST TEACHER

Think about the best teacher you ever had. Tell what characteristics you admired and why. How did he or she influence you at the time? Write a paragraph or two about this special teacher in a document titled: **a: Teacher.**

After your essay is finished, spell check the whole document. Print the final version, save it on your disk, and exit.

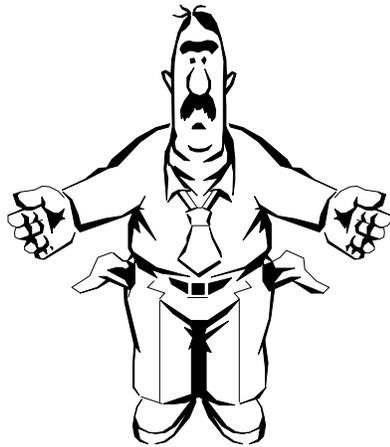
Assignment

"FIRE!"

You have seen the sign: *IN CASE OF FIRE DO NOT USE ELEVATOR*. Your assignment is to identify what you **SHOULD DO** in case of fire. Consider your own safety as well as that of others, including people with disabilities.

After writing your essay, print a copy and save the document under the title: A:FIRE.





Assignment

When Bad Things Happen To Good People

As children we were told that bad things should happen to bad people, and good things will come to those who are good. Does it seem like the opposite is sometimes true?

Write a paragraph regarding how BAD things that happen to us can help us to become better people. Discuss any bad events in your life which have helped you become stronger, more tolerant, more patient, kinder, or more understanding. Then identify whether you think the benefits are worth the suffering.

Incorporate the commands you've learned so far in your document.



Assignment Tick Talk

What really ticks you off? Write about something that's making you really angry these days. Then write a brief statement about what *you* can do to make the situation better.

After writing, print, save and exit as usual.



Assignment

Saturday Night at the Movies

Write a paragraph describing your favorite movie of all time. Briefly tell about the plot and characters. Why is that particular movie special for you?

After writing, print, save and exit as usual.

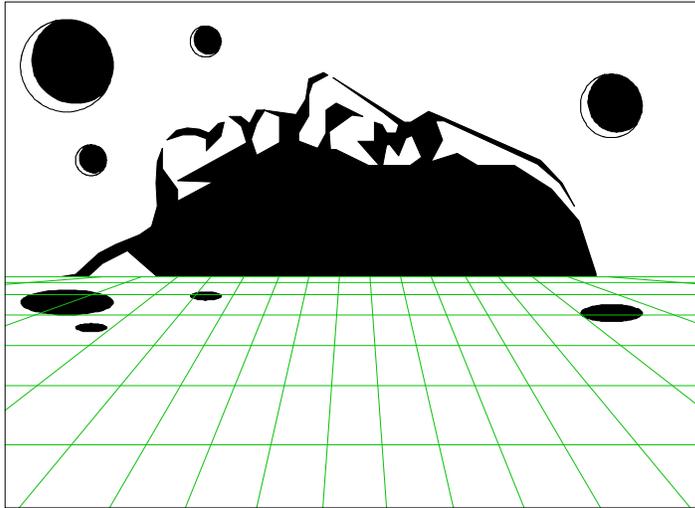


Assignment

ADVICE TO NEW STUDENTS

Write a paragraph about what you would say to new BC students. Think of things that would make life easier for them here. Share any tips that you received when you were new, too.

After your essay is finished, spell check the whole document. Print the final version, save it on your disk, and exit.



Assignment ZEN

There is a Zen story about a young man who was having trouble achieving a certain outcome. He went to Buddha for advice. Buddha led the man to the river, pushed him in, and held him under water. Finally, when the youth was about to pass out, Buddha let go. The startled man, gasping for air, was frantic: "Why did you do that, Master? I could not breathe." To this, Buddha responded: "When you want the outcome as much as you wanted that breath of air, then, and only then, will you get it."

Write about an outcome you want as much as you want your next breath of air, and what steps you will take to see that you reach your goal.

Assignment

The Tale of the Man Who Was Too Lazy to Fail

by Robert Heinlein
in Time Enough for Love

To explain David I must go back to his childhood. He was a hillbilly, which means he came from an area uncivilized even by the loose standards of those days -- and Dave came from so far back in the hills that the hoot owls trod the chickens.

His education was in a one-room country school and ended at thirteen. He enjoyed it, for every hour in school was an hour sitting down doing nothing harder than reading. Before and after school he had to do chores on his family's farm, which he hated, as they were what was known as "honest work" -- meaning hard, dirty, inefficient, and ill-paid -- and also involved getting up early, which he hated even worse.

Graduation was a grim day for him; it meant that he now did "honest work" all day long instead of spending a restful six or seven hours in school. One hot day he spent fifteen hours plowing behind a mule...and the longer he stared at the south end of that mule, breathing the dust it kicked up and wiping the sweat of honest toil out of his eyes, the more he hated it.

That night he left home, walked fifteen miles to town, slept across the door of the post office until the post-mistress opened up next morning, and enlisted in the Navy. He aged two years during the night, from fifteen to seventeen, which made him old enough to enlist.

A boy often ages rapidly when he leaves home.

Write about some adventures or experiences David might have had in the Navy. Tab to indent each paragraph. Spell check, print, save & exit.

Assignment



Thinking

Write a paragraph about what the young woman above might be pondering. Write in present tense from HER point of view; for example, "I'm sitting here thinking about..." Be creative!

Remember to save and print your document before exiting.

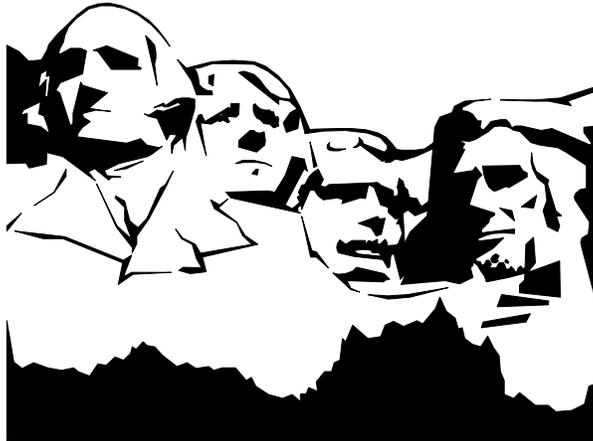


Assignment EQUAL JUSTICE

Do you think "Equal Justice for All" is a reality in the United States today? Why or why not? What examples support your opinion? Write a paragraph identifying your opinion on Equal Justice.

Next, interview a friend or family member regarding Equal Justice. Write a second paragraph quoting your partner.

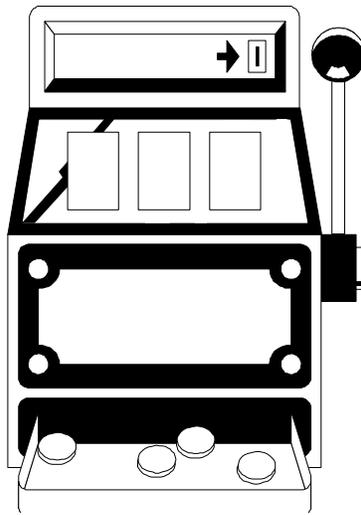
Write the first paragraph in double spacing with 1" margins. Write the second paragraph in single spacing with 1.5" margins. You don't need to put quotation marks around the second paragraph. Spell check, print and save as usual.



Assignment BEST PRESIDENT

Write a paragraph describing the traits you think a great president should have. Then tell which of our former presidents comes closest to your ideal and why.

Use as many commands as you can from those we've learned so far. Don't forget to spell check after writing. Print and save as usual.



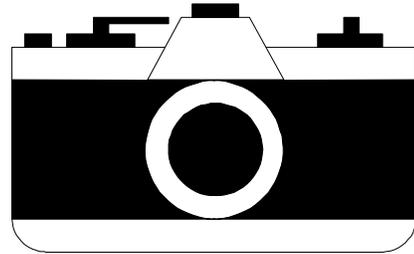
Assignment LOTTERY FEVER!

If you won the lottery (over \$20 million), what would you do first? What would you do after 6 months, one year, 5 years, 20 years? How would it change your life?

Write at least 2 good paragraphs, spell check, save, and print. Then switch the order of the paragraphs. Print again. You may move them back to their original places if you wish.

Assignment

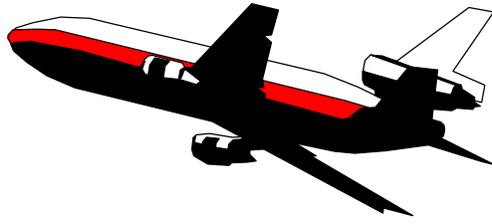
Photographs and Memories



Recall 4 or 5 of your favorite personal photos from your life. Are there any common themes to these pictures? Do they represent special memories for you? When was the last time you looked at them or shared them with a friend or family member?

Write a two paragraph essay. In the first paragraph describe your favorite photographs using "visual words". In the second paragraph write about the feelings or memories attached to these old pictures.

Save the document. Print one copy. Then change the order of the paragraphs. You may move them back to their original locations if desired. Exit as usual.



Assignment Vacation

Write a story about the best vacation you've ever had. Describe where you went, with whom, and why you have such good memories about that trip.

If you've never had a vacation away from home, write about your dream vacation. Use words to help the reader picture the vacation spot and follow your adventures in this fabulous place.

Remember to use the commands you have learned as well as the good sentence structure you are learning in your writing classes.



Assignment

DEAR MR. PRESIDENT

Write a letter to the President of the United States or the President of Bakersfield College regarding something that has been on your mind. Explain what you've been concerned about, and tell the President what you think can be done about it.

Use as many commands as you can from those we've learned so far. Don't forget to spell check after writing. Print and save as usual.



Assignment

STEPS FOR MY COMPUTER

Write a paragraph about the steps you follow to start your computer, load the programs you need, retrieve documents, write, print, save, and exit. Include any other commands you use, as well.

If you write in list form, rather than paragraph form, use the automatic numbering feature, so you can move items around without renumbering.

After your essay is finished, spell check the whole document. Print the final version, save it on your disk, and exit.



Assignment Happy Holidays!

Write about your favorite holiday memory. Describe who or what made that day special for you.

Note: You may choose ANY holiday or special event.

Use as many commands as possible from those we have studied so far.



Assignment You're the Teacher

Write a computer assignment for a classmate. Tell him or her what to write about and which commands to use. You may choose any of the commands we've learned so far.

Print a copy of the assignment and save it to your disk.



Assignment

Money, Money, Money

Think of at least one way you could use your computer skills to make more money. Describe how a computer would be a part of your plan, and what additional skills or resources you might need before your idea could work.

After writing, print, save and exit as usual.



Assignment

Computer Expert

The man in the picture is considering buying a computer. He has called you for advice because he heard that you are a real computer expert. Tell him what steps he needs to follow as he explores the computer market. Remember that he wants to get a good computer at a good price. Don't forget to instruct him on other items he may need, including a printer, supplies, and technical assistance.

Print before you save and exit.



Assignment

Responsibility

Some adults have recently voice the opinion that young people do not demonstrate an appropriate level of personal responsibility. They point to such situations as juvenile crime, premarital sex, and high school drop out rates.

Do you agree or disagree with their assessment of today's youth? Give examples to support your opinion.

Don't forget to spell check and save before printing.

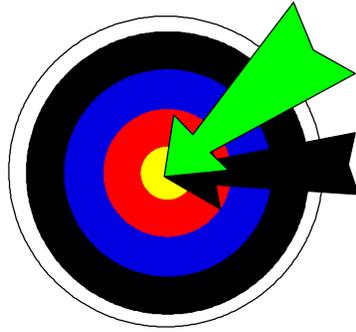


Assignment

Math Mania

Many people have nothing good to say about Math. Most can recall at least one embarrassing moment related to Mathematics in school. Think back on your Math life. Identify a time when you had a POSITIVE experience regarding Math. Perhaps a teacher spent a little extra effort, or maybe a certain type of Math seemed more natural for you. Write an essay about this experience.

Use as many commands as you have learned so far.

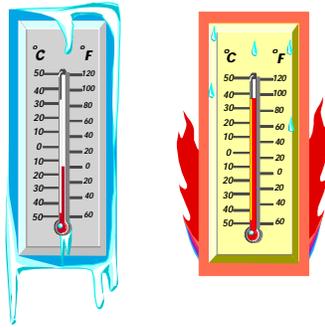


Assignment

Hopes, Dreams, and Aspirations

Write a paragraph about your hopes or dreams for the future. Where do you see yourself in 5 years? How do you hope your life will be different in the years to come? How will you know when you've reached your goals, and what will you do to get there?

Use the commands you find most challenging (just for practice).



Assignment

Weather

Describe the most amazing weather event you have ever personally experienced. Have you been in shock during thunderstorms? Did tornadoes make your head spin? Did you get washed away by floods? Was it snow and ice that shivered you to the bones? Write a paragraph about the weather phenomenon you witnessed.

Spell check, save, print and exit as usual.



Assignment

TV-Land

Some Americans believe that television should be more family-oriented. They object to the violence and adult language on TV. If you were in charge of television programming, would you change the current line-up to suit these viewers? Why or why not? Discuss what factors would contribute to your decision.

Produce a document with as many commands as possible.



RESEARCH PROJECT

Computer Article

1. Find a **RECENT** article regarding computers. Your magazine or newspaper article should be no more than 6 months old.
2. **READ** it!
3. **WRITE** two paragraphs: A brief summary of the key ideas in the article, and what new information you learned from reading it.
4. **SAVE** your document on your disk and exit Word.
5. Open your Internet Browser's mail utility. **SEND** an attachment of your summary to me with an e-mail message. It is due on or before the research project deadline date in your syllabus.