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Exam: 050178 RETAKE

Exam 050178 - Process Analysis

Traits of Good Writing *Review pages 164-169 in your study guide for a complete explanation of the rating you earned for each trait as well as references you can study to improve your writing skills.*	**Skill Realized**		**Skill Developing**		**Skill Emerging**		**Not Shown**
Ideas & Content The writer comments on all 3 areas of his or her life including ways he or she manages each area. There is a clear combination of both narration and process analysis. Not all information relates to how you maintain a life balance.	30	28	26	24	22	15	0
Organization There is a clear thesis statement and introductory paragraph. There is a clear beginning, middle and conclusion to the essay which restates the thesis.	25	23	22	21	19	12	0
Voice The writer addressed the audience clearly and correctly. They remained consistent in their point of view and maintained the correct tense. Speak in active voice.	10	9	8	7	6	4	0
Word Choice The writer made the correct word and verb choices. The writer defined any terms that may have been unfamiliar. They were precise in what they were trying to say and conveyed a clear message.	10	9	8	7	6	4	0
Grammar & Sentences The writer used correct grammar, spelling, punctuation, and sentence structure. There were no typographical errors.	10	9	8	7	6	4	0
Format The student met the required essay length of 1,000-1,200 words. The student used a standard font and margins. All of the required information for the header was included.	15	14	13	12	11	8	0

Exam number: 050178 **Exam grade**: 70 RETAKE
Date of evaluation: 7/15/15 **Evaluated by**: JAA

IMPORTANT NOTICE

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Along the right-hand side of your evaluated exam, you should see marginal or "bubble" comments from your instructor. You should also see a series of highlighted numbers in the evaluation chart identifying the rating you earned on each trait. If you don't see this feedback, click on the "View" tab and "Print Layout" or click on "Review" and the option "Final Showing Markup." If you still cannot see the feedback, please contact the school for the complete evaluation.

REQUIRED RETAKE INSTRUCTIONS

ENG100: "Process Analysis"

Student name: Mihaela Cosmina Maja Student number: 21877814

Grade: 63% Date: 05/03/15 Evaluator: JC

Dear Student,

Unfortunately, you earned a failing grade on this first-attempt submission. According to the Academic Policies in the Penn Foster Student Handbook, you must prepare a retake submission. Since the goal of this course is to help you improve your writing, you will continue working with your current submission, completely revising and editing it at all levels. Merely applying the instructor's corrections in grammar, spelling, or format does not show sufficient evidence that you have improved your skill level and therefore will not result in a change to your grade.

Review these textbook page references as well as Chapters 8-11 and the study-unit discussions related to writing a how-to essay. The following are key revisions you must

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make to ensure a passing grade on your retake. If you do not understand how to rewrite your essay in order to accomplish these goals, please contact the school.

 Purpose: Explain to your fellow Penn Foster College students the steps you take to make time for studying (326-343).

 Strong thesis: State a specific thesis which identifies your approach to balancing studies and your life along with the value of that approach—its importance or benefits (331, 343, 344).

 Effective introduction: Write an interesting opening that engages your fellow students, establishes common ground with them/provides background information, and includes your thesis (342, 346-347).

 ORGANIZATION: The structure of your final essay must be different from your prewriting. You must identify one step you use to help balance your time and activities (process) and then show how you apply that step in your daily activities (narration.) Each paragraph must be a combination of process and narration.

 Tone and consideration of audience: Use an appropriate tone (342).

 Well-developed reasons and specific steps: Provide your fellow students with the reason(s) for each how-to step or group of related steps (333, 345-346). Anticipate trouble spots and offer solutions (333-334). Incorporate specific personal experiences with narration and/or illustration (211, 296). Use appropriate process transitions to guide your reader (331-334, 347).

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 Satisfying conclusion: Provide a satisfying conclusion beyond the last step, reminding your fellow students of the value or importance of the process to them or some other final thought (335, 347).

 Editing and proofreading:

Please be certain to include this set of instructions with your retake submission, or there may be a problem completing your evaluation. For electronic submissions, copy and paste them at the beginning of your retake document. As part of your file name, include "Retake" after your last name. Then submit your retake essay for grading.

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Balancing Penn Foster Studies with Work and Family Demands

"Where is a will, there is a way."

My name is Cosmina Maja and I am in my early thirties, and I would have never have imagined that I would come to US for a vacation, end up staying and go back to school. My mother and fiancé encouraged me to pursue it, because of my love of law and helping people, defend the weak and that it would be very expensive since I wanted to go to college in America but could not afford it at the time. I Could not afford financially and mostly didn't had the time, or better yet I have not tried hard enough to make the time. Once I realized that without education, my goals for my future and my family's future are worth nothing, I decided to balance the time I spent at work, with the time I needed to focus on my family and friends and allow myself time for study. It doesn't seem manageable at first, but once I realized that prioritizing it's a very important factor in succeeding, everything start falling in place and people around understood how important this is for me and helped.

Of course, my close family were very supportive from the start; my fiancé assisting me in writing notes on flash cards and giving me pop quizzes and my mom reminding me

Comment [WU1]: You have correctly named your file and used the proper format (.rtf). You have correctly included your name, student number and exam number in your file name. You have correctly entered your contact information, student ID and an exam number. This information is correctly entered in the header area of the document. Your exam contains an acceptable number of words.

Comment [WU2]: You have correctly previously submitted exam 050177. Great job!

Comment [WU3]: Good use of first person. YOu should be speaking in active voice. Refer to the Little Brown Handbook.

Comment [WU4]: This is a run-on sentence.

Comment [WU5]: You have correctly identified a thesis statement. Great job!

Comment [WU6]: Prioritizing is a good time management tool.

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to complete homework assignments when I was busy doing household chores. To me, my life was going *great as I advanced* further toward my future goals.

Everything that glitters isn't gold, I've learned.

My job as a banquet manager became demanding since the catering manager left for a much better paying job. So I had to play both roles of banquet and catering manager, hadn't found a replacement yet and brought home extra work from the office. This left me no time for my studies. Fortunately my directors saw how stressed out I was with performing the duties of two positions and promoted me and had gotten me a competent and understanding assistant who I trained to take over my workload when I was completing my coursework or studying for examinations so that my evenings were free. I decided that if I'm going to make this work, I need much more discipline, so I start scheduling my lunch time at work during the less busy hours, so I could hide in the employees lounge every day and spend 45 minutes snacking on a salad while I was either reading, researching or writing essays.

As if work wasn't enough, I had to deal with my family and my fiancé. In the evenings, I had to do the household chores because my mother was taking care of my sickly grandmother and I had to run to do groceries, pay the bills and ensure my baby brother did his homework assignments and take him up in his revision as it was close to exams. If that wasn't enough, my fiancé and I bought a small condominium that needed some work done before we could move in.

Comment [WU7]: Those are great studying aids, however, you need to identify which time management tools you use to maintain a life balance.

Comment [WU8]: Having an assistant take over the work load so you can study is a good time management tool.

Comment [WU9]: This is a good example of multi-tasking.

Comment [WU10]: You need to identify which time management tools that you use.

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Every night I would return home mentally and physically exhausted. I tried to study but wasn't successful. With my mother gone and my stepfather away at his job, my baby brother was quite the handful. Eventually when I had enough, I spoke to my parents about the household chores and they agreed that I was doing a lot and decided that my mother would take my baby brother with her to my grandmother's; even talked her into interviewing nurses so she can handle purchasing the groceries and paying the bills.

Comment [WU11]: Getting help with household responsibilities is a good time management tool.

That arrangement allowed me to spend more time studying. I made a schedule for myself – I will spend the 45 minute during lunch reading and researching and will dedicate a minimum of 1.5 hours to continue reading or write. That would give me time from after finishing lunch until I get home at sit at my desk to think about what I read last and come up with a good essay idea.

Comment [WU12]: A study schedule is a good time management tool.

The day came when I thought myself to be well prepared for the exam and decided to take it. However, my fiancé called me and said he was unable oversee the work that was being done that evening; so I took my laptop computer over to our condo and logged on. While I was mid-way through the exam, one of the workmen called me asking that I come and review a part of the house plan. While doing so, another workmen, being idle, fiddled with my laptop causing my exam to be submitted and when I discovered I had failed the exam, I had literally broke down. I was trying my best to ensure that I could cope with everything that was going on in my life but this was my limit. What was I trying to accomplish here? Couple days, after that disastrous event, I eventually calmed down and called the school concerning my exam. Fortunately, they understood my

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situation and told me that I should have locked my computer when leaving it unattended and I was able to retake the exam and I passed with a good grade.

Now that I had a plan set in motion that would help ease my stress and give a peace of Mind, I think that I would be able to accomplish my goal of earning my degree in Business Management.

My advice to students and persons who are considering returning to school to continue their education at the tertiary level is that when you have responsibilities that need to be taken care of, you will need to find a way to make everything work together; sit with your parent or significant other and create a weekly planner and write down the responsibilities that you are capable of handling and you are not capable of. This way you will not be stressed out. Also there are events that we are unprepared for, that will take place in life such as a loved one falling ill with a terminal disease or an accident. You will need to take extra care how you are to deal with these kind of situation. Always remember this is one of your goals to attain your degree and don't let anyone or anything get in the way of your dreams!

Comment [WU13]: You identified some good time management tools that you use to maintain a life balance.

There is a saying: "My purpose in life is to have a life with purposes" is a quote I lived by throughout many years. I think it is very important to have goals and to accomplish those goals as well as you can.