



# Reading Fair Step-by-Step Guide for Parents and Students

This guide is designed to support parents and students as they complete a reading fair project. The guide was originally developed by Ruth Thompson, the librarian at Della Davidson Elementary School in Oxford, MS.

**Step-by-Step Guide  
FICTION**

**Step 1: Choose your Category and Division**

*Please note that Group and Family projects are in the same category.*

**Category: Individual Fiction (Divisions A-G)** I will do my Reading Fair project by myself.

\_\_\_ Division A (Kindergarten)

\_\_\_ Division D (Grade 3)

\_\_\_ Division B (Grade 1)

\_\_\_ Division E (Grades 4-5)

\_\_\_ Division C (Grade 2)

\_\_\_ Division F (Grades 6-8)

\_\_\_ Division G (Grades 9-12)

**Category: Group/Family (Division K-N)** I will do a Reading Fair project with family or friend(s).

\_\_\_ Division K (Grades PreK-2)

\_\_\_ Division L (Grades 3-5)

\_\_\_ Division M (Grades 6-8)

\_\_\_ Division N (Grades 9-12)

My Group/Family members: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

**Step 2: Bibliographic Information**

Use the title page to identify the bibliographic information.

**Title:** Name of the book. Make sure the title is underlined or use italics if typing.

---

**Author:** The person who wrote the words or text in a book.

---

**Illustrator:** The person who contributed the pictures.

---

**Publisher:** The Company that printed and distributed the book.

---

**Copyright Date:** The year the book was published. Look for the © symbol in front of the date.

---

### Step 3: Setting

There are **2 parts** to a book's setting.

You must include both!

#### 1. TIME

When did the story happen? Be specific!

---

#### 2. PLACE

Where did the story take place? If the story takes place in more than one location, choose only the most important place.

---

### Step 4: Author's Purpose

Why did the author write the story?

- To **entertain** (All fiction is written to entertain.)
- To **inform** (Historical fiction informs.)
- To **persuade** (Does the book inspire me to do or become something?)
- A combination of the above

The author wrote the book to\_\_\_\_\_.

### Step 5: Tone/Mood

How does the author want you to feel when you read the story? (e.g., Sad, happy, scared, curious)

The author wants the reader to feel \_\_\_\_\_.

### Step 6: Main Characters

Do not list more than three characters. Write a short description of each character. Use adjectives to describe the characters. **Do not** tell the story in this step. Characters listed below **must** be mentioned in the summary.

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

Short description: \_\_\_\_\_

\_\_\_\_\_

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

Short description: \_\_\_\_\_

\_\_\_\_\_

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

Short description: \_\_\_\_\_

\_\_\_\_\_

### Step 7: Conflict

What is the **main** problem in the story? Choose only **one** problem.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Step 8: Solution/Resolution

How is the problem solved?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Step 10: Design Your Tri-fold Board

Congratulations! The hard part is over; now, the fun begins! Use a standard tri-fold project board that unfolds to be approximately 36" H x 48" W. The sides fold in to make the board stand by itself. After you fold the sides in, the final project cannot exceed approximately 36" W x 14" D x 36" H of table space.

Carefully type or write the story elements in **Steps 2 - 9**. Be creative. For example, if your person is a football player, you might choose a font like "**Impact**".

### PROPS

Props add interest but **must** fit in the middle of the display. No items can protrude from the back or top of the tri-fold board. Props can be battery-operated, but you cannot use electrical outlets and extension cords. Items cannot be alive, valuable, or dangerous. You do not have to display the book.

# Step-by-Step Guide NON-FICTION

## Step 1: Choose your Division

Category: Individual Non-fiction

\_\_\_\_\_ Division H (Grade 3-5)

\_\_\_\_\_ Division I (Grades 6-8)

\_\_\_\_\_ Division J (Grades 9-12)

## Step 2: Bibliographic Information

Use the title page to identify the bibliographic information.

**Title:** Name of the book. Make sure the title is underlined or use italics if typing.

---

**Author:** The person who wrote the words or text in a book.

---

**Illustrator:** The person who contributed the pictures.

---

**Publisher:** The Company that printed and distributed the book.

---

**Copyright Date:** The year the book was published. Look for the © symbol in front of the date.

---

### Step 3: My Predictions

1. Based on what I already know about the topic of my book, I predict that I will learn the following:

---

---

2. After reading my book, I predict that the following will happen next or as a result of this event:

---

---

### Step 4: Information for Summary and Graphic Organizer

Fill in the blanks with facts from your book. You may not have information for every blank. **You do not have to fill in the blanks if the information is not in your book.**

Topic: \_\_\_\_\_

Important details:

---

Important events:

---

Jobs or careers related to topic:

---

Inventions/Contributions:

---

Problems:

---

The world changed because:

---

Other information I want to include in my summary or graphic organizer:

---



## Step 5: Graphic Organizer

(See Appendix D of the Reading Fair Guidelines for Graphic Organizer Examples and Samples)

A graphic organizer is a visual display or picture of information. You **MUST** include a graphic organizer summarizing the events in your person's life. Use the information gathered from **Step 4**. Have fun and be creative! Some internet sites that have printable graphic organizers are listed below. If you need more ideas to create your graphic organizer, ask your teacher.

Read Write Think [http://readwritethink.org/materials/bio\\_cube](http://readwritethink.org/materials/bio_cube)

edHelper [http://www.edhelper.com/teachers/graphic\\_organizers](http://www.edhelper.com/teachers/graphic_organizers)

The Houghton Mifflin Education Place <http://www.eduplace.com/graphicorganizer>

Education Oasis [http://www.educationoasis.com/curriculum/graphic\\_organizers](http://www.educationoasis.com/curriculum/graphic_organizers)



### Step 7: Student-made Connections

Choose one or more of the following ways you feel connected to the person in your biography.

#### Text - Self

I can identify with this topic, because it reminds me of when I

---

#### Text - Text

My biography reminds me of the book

\_\_\_\_\_ by \_\_\_\_\_  
(Title of the book) (Author)

because\_\_\_\_\_.

### Step 8: Author's Purpose

Why did the author write the book?

- To **entertain** (All fiction is written to entertain.)
- To **inform** (Historical fiction informs.)
- To **persuade** (Does the book inspire me to do or become something?)
- A combination of the above

The author wrote the book to\_\_\_\_\_.

### Step 9: Genre

What is the genre of your selected text? Use a complete sentence.

---

1. Instructional: Describes how something is done or made.
2. Explanatory: Tells what happened or how something works, with defined reasons.
3. Report: Tells how things are discovered.
4. Discussion: Looks at both sides of an idea and makes a decision.
5. Opinion: Decides on a point-of-view and has reasons to support the view.
6. Relate: Retells the information or events for an audience.

### Step 10: Follow-up Questions

After reading this book, I would like to ask \_\_\_\_\_  
(Author of my biography)

the following questions about \_\_\_\_\_.  
(Topic of my book)

1. \_\_\_\_\_?
2. \_\_\_\_\_?

### Step 11: Design Your Tri-fold Board

Congratulations! The hard part is over; now, the fun begins! Use a standard tri-fold project board that unfolds to be approximately 36" H x 48" W. The sides fold in to make the board stand by itself. After you fold the sides in, the final project cannot exceed approximately 36" W x 14" D x 36" H of table space. Carefully type or write the story elements in **Steps 2 - 9**.

Be creative. For example, if your person is a football player, you might choose a font like "**Impact**".

#### PROPS

Props add interest and **must** fit in the middle of the display. No items can protrude from the back or top of the tri-fold board. Props can be battery-operated, but you cannot use electrical outlets and extension cords. Items cannot be living, valuable, or dangerous. You do not have to display the book.