

Twelfth Grade Summary Writing Assignment

Date _____

Student's Name _____

ES _____

Summary Writing Assignment

Directions:

- Read the informational article on the following page.
- As you read, you may mark the article or make notes. Marks and notes will not be scored as they are not part of your summary.
- After reading the article, write a summary of what you have read. Take time to read the article, plan (on a separate piece of paper using memorized graphic organizers), write your summary (double space), and proofread your summary.
- You may reread or go back to the article at any time during your writing.

Scoring:

Your writing will be scored on how well you:

- State the main ideas of the article.
- Identify the most important details that support the main ideas.
- Use your own words in writing the summary.
- Use correct grammar, spelling, punctuation, and capitalization.

Writing Assignment:

- Write a summary of the article.

How to Choose a Password

Passwords are commonly used today to restrict access to personal possessions or privileged information. Passwords consist of a unique sequence of characters—letters, numbers, and symbols—required to access personal banking information, automated teller machines, secure buildings and businesses, computer networks, certain Web sites, e-mail, and more. Passwords are much like keys. Each password is different, and only the correct one allows the right of entry. It should be something unusual enough that the wrong person could not decipher it just by knowing you.

Before you can choose a password, however, you must know the types of passwords required. First find out if all letters must be lowercase or if upper- and lowercase are both acceptable. Should the password consist of letters or numbers only, or are special characters permissible? What is the minimum and maximum length allowed?

Now you are ready to think of an appropriate password. Your password should be something you can easily remember but something impossible for anyone else to decode or guess. We will discuss poor options first, so you will know what to avoid. Poor choices include names of people, family or fictional characters, common sequences such as QWERTY on the keyboard or 789456123 on the numeric keypad, or any word that appears in a dictionary. Other inappropriate choices include your telephone number or birth date. Do not use your middle name, mother's maiden name, your street name, or any other familiar name or number in reverse order.

The best way to choose a password that is hard to crack, yet easy to remember, is to select something memorable from your past. It could be the name of your grandparents' dog when you were 5 (tipy5) or the name of your math teacher in room 118 (118-Thompson). You could form a string of characters using the first letter of each word in a phrase or saying that makes sense to you. For example, your mother might say, "The sun is shining—So am I." A password derived from this saying might be (tsisSal) or Tsis-Sal).

Once you have created a good password, keep it safe. Do not store it in a computer or leave a handwritten copy where others might see it. You could put the number in your address book in a disguised form. It is not likely that anyone who found Ted Williams, 35 N. Sheldon Ave. in your address book would know it contains your password (TW35NSA).

It is best to have passwords for each system. If you have used the same password for your bike lock and your access code to the Internet, would you be willing to loan your bike and lock to a schoolmate?

Since unauthorized access to sensitive information could open the door for an unscrupulous individual to access or even tamper with your personal records, as well as those of other people on the system, it is wise to change your passwords frequently. Some authorities suggest changing passwords every three months.

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