

READING FAIR STEP-BY-STEP GUIDE

STEP 1: 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 2: 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 3: 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 all three.

The author wrote the book to...	
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STEP 4: TONE/MOOD

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

The author wants the reader to feel...	
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STEP 5: 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.

1.) Character's Name	
Short Description of the Character	
2.) Character's Name	
Short Description of the Character	
3.) Character's Name	
Short Description of the Character	

STEP 6: CONFLICT

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

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STEP 7: SOLUTION/RESOLUTION

How is the problem solved?



STEP 8: PLOT SUMMARY

Do not retell the story!

Summarize what happened in the story. Be sure to include each main character you listed in Step 6.



