Title of the Short Story  
By Author's Full Name

- Major Character - description; actions; interests; “little quotes”/CONFLICTS  
  Flat or Round - 3 character traits  
  Static or Dynamic - changes from to  
  IMP aspect of personality or actions.  
  Specific point / etc. as appropriate

“Significant QUOTE which reveals  
  or describes character's personality.”

- Other Major Characters -  
  follow same sort of approach  
  “Perhaps QUOTE also.”

  and so on for Major Characters  
  perhaps showing why this character  
  is in the story (Maybe QUOTE if important)  
  and so on for minor character

PLOT DEVELOPMENT

Exposition - “Background; introduce setting  
  characters, opening situation  
  Narrative Hook - attention grabber  
  (Conflict/Problem -> Specific application)

Rising Action -  
  Conflict/Problem -> of internal/external  
  conflicts; etc.

Climax - Point of greatest interest  

Turning Point - Point at which end  
  of story is inevitable (may NOT be true)

Falling Action - Unraveling the knot  

Resolution - Author's final comment,  
  perhaps distancing from story.

Other Possible Plot Patterns

- Basic  
  - Surprise  
  - Anti-Climax  
  - Plateau  
  - Parallel  
  - Circular

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Author
- dates of birth/death  
  place, job, family; other facts about life
- details about author’s work; maybe title of major work.
- Maybe "QUOTE" or special note from class lecture

Setting
- Place and time of story  
  Scene 2 most important
- Use NAMES of places if given in story

Theme
- Complete sentence stating  
  main idea or moral or lesson to be learned from story

Point of View
- 1st ("I") or 3rd ("she, it")  
- limited (one character's viewpoint)  
- omniscient (all viewpoints)
- central or minor character's viewpoint if applicable

Significant Quote
- "QUOTE which has universal  
  application; makes sense  
  outside context of story."  
  NOT in all stories.