



















Writing

CONTENTS

- *Paragraphs*
- *Stories*
- *Essays*
- *Poems*
- *Journal entries*



Common Proofreading Symbols

Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know it in fact, everyone knows it. ;
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence .
	delete	The elephant's trunk is is really its nose.
	transpose elements	He only picked the one he likes.
	close up this space	Jordan lost his favorite basket ball.
	a space needed here	I have only three # friends: Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. ¶ "I thought so," she replied.
	no paragraph	"I knew it, she said. No ¶ "He's no good."
	fragment	Depending on the amount of snow we get this winter and whether the towns buy new trucks. frag
	run-on	Raoul tried his best this time that wasn't good enough. R.O.
	pronoun/antecedent agreement	A student in accounting would be wise to see their advisor this month. P/A
	subject/verb agreement	The problem with these cities are leadership. S/V
	spelling error	This sentence is flaude with two misspellings. ^{sp} ^{sp}
	capitalize	<u>h</u> arrisburg is the capital of <u>p</u> ennsylvania.
	make lower case	Fall, s pring, and s ummer are my favorite seasons.

WRITING

MASTERY CHECKLIST

Student Name _____ Grade _____

ESSENTIAL QUESTION: How do I write for different purposes and audiences with clear and focused text to convey a well-defined perspective and appropriate content?

ARGUMENTATIVE

- Introduce claims for the intended audience, acknowledge and distinguish the claims from alternate or opposing claims, and support the writer's purpose by logically organizing reasons and evidence
- Support claims with logical reasoning and relevant evidence
- Use accurate, credible sources and demonstrate an understanding of the topic or text
- Use words, phrases, and clauses to create cohesion, and clarify the relationships among claims, counterclaims, reasons, and evidence.
- Establish and maintain a formal style
- Provide a concluding section that reinforces the claims and reasons presented

INFORMATIVE

- Introduce a topic for the intended audience and preview what is to follow
- Organize ideas, concepts, and information using strategies such as definition, classification, compare/contrast, and cause/effect to support the writer's purpose
- Develop the topic with relevant, well-chosen facts, definitions, concrete details, quotations, or other information and examples
- Use appropriate and varied transitions to create cohesion, and clarify the relationships among ideas and concepts
- Use precise language and domain-specific vocabulary to inform about or explain the topic
- Establish and maintain a formal style
- Provide a concluding section that supports the information or explanation presented

NARRATIVE

- Engage and orient the reader by establishing a context and point of view and introducing a narrator and/or characters
- Organize an event sequence that unfolds naturally and logically to support the writer's purpose
- Use narrative techniques such as dialogue, pacing, description, and reflection, to develop experiences, events, and/or characters
- Use a variety of transitional words, phrases, and clauses to convey sequence, to signal shifts from one time frame or setting to another, and to show the relationships among experiences and events
- Use precise words and phrases, relevant descriptive details, and sensory language to capture the action and convey experiences and events
- Provide a conclusion that follows from and reflects on the narrated experiences or events

TEXT-DEPENDENT ANALYSIS

- Introduce texts for the intended audience
- State an opinion and/or topic
- Establish a situation
- Create an organizational structure in which ideas are logically grouped to support the writer's purpose
- Develop the analysis using relevant evidence from texts to support claims, opinions, ideas, and inferences and demonstrating an understanding of the texts
- Use appropriate and varied transitions to create cohesion and clarify the relationships among ideas and concepts
- Use precise language and domain-specific vocabulary to inform about or explain the topic and/or convey the experience and events
- Establish and maintain a formal style
- Provide a concluding section that follows from and supports the analysis presented

STYLE

- Use verbs in the active and passive voice and in the conditional and subjunctive mood to achieve particular effects (e.g. emphasizing the actor or the action, expressing uncertainty, or describing a state contrary to fact)
- Choose language that expresses ideas precisely and concisely, recognizing and eliminating wordiness and redundancy
- Vary sentence patterns for meaning, reader/listener interest, and style
- Maintain consistency in style and tone
- Choose punctuation for effect
- Choose words and phrases for effect
- Use parallel structure when writing words, phrases, or clauses in a series

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NIFTY NOUNS

A decorative border of small pencil icons surrounds the page. The pencils are arranged in a rectangular frame, with some pointing towards the center and others pointing outwards. The border is composed of approximately 100 individual pencil icons.

VIVID VERBS



AMAZING ADJECTIVES

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AWESOME ADVERBS

The Writing Process

1. _____

2. _____

3. _____

4. _____

5. _____



Proper Paragraph

Paragraphs must focus on just _____ topic and must be at least _____ sentences long. You may include more than _____ supporting sentences. You may not include less than _____ supporting sentences.

A.

B.

C.

D.

E.



AN EXCELLENT ESSAY

Definition: _____

I. _____
A. _____
B. _____

} 1. _____
2. _____
3. _____

II. _____
A. _____
B. _____
C. _____
D. _____
E. _____

III. _____
A. _____
B. _____
C. _____
D. _____
E. _____

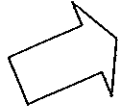
IV. _____
A. _____
B. _____
C. _____
D. _____
E. _____

V. _____
A. _____
B. _____

PLAN YOUR ESSAY

Grab your reader's attention:

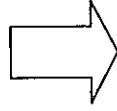
Thesis Statement:



Topic

- 1.
- 2.
- 3.

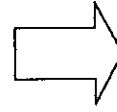
Clincher



Topic

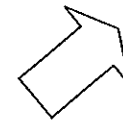
- 1.
- 2.
- 3.

Clincher



Restate thesis:

Final thought:



Topic

- 1.
- 2.
- 3.

Clincher

MLA Typing Format

Margins: 1-inch margins surround the left, right, top and bottom of the paper.

Spacing: The entire paper is typed in Double Space (DS); this includes the name block at the top!

Name Block: The name at the top should appear on the LEFT hand side of the paper and should include the following in order (one on each line) Your Name, Instructor Name, Class Name, Due Date in Military Style (2 October 2002).

Title: There must be a title for every paper. It should directly follow the name block and should be centered in the middle of the page. The title should capitalize the first letter of every major word. There should be NO quotation marks, underlining, bold, increased font etc. Remember the entire paper is Double Space, which means there should be no added spaces (triple or quadruple space) between the title and the name block, or the title and the text of the paper.

Text: The text of the paper again is typed in Double Space. Each paragraph should begin with a five-space indentation. There should be no added or blank lines between paragraphs.

Page Numbers: Your last name and page number should appear on every page on the top right hand side of the paper. This last name and page number should appear WITHIN the 1 inch margin (this is called a header on your computer). You should NOT come down 1 inch, place the last name and page number, and then come down another inch and begin the text—this would give the top margin a two inch space before the text and is unacceptable.

Font: All papers should be written in 12 size font in a basic readable text such as Times New Roman—no fancy script (or colors).

Example:

MLA Typing Format on back

Your Name

Instructor Name (*Mrs. Powers*)

Class Name (*Language Arts – Green Team*)

Date

Yes, You Must Have a Title

This is the MLA typing formation for all English papers. Notice the entire document is typed in Double Space with no extra spaces between name, title or paragraphs.

Your margins are to be one inch on the top, bottom left and right side. Also you should notice the size of the font printed on this page; the font size is 12.

Also notice the five-space indentation for each new paragraph. Use the tab key to indent. All pages will include your last name and the page number, 'Smith 2,' on the top right hand side of your paper inside the one inch margin (approximately one half inch from the top of the page). You can insert this automatically with the “header” option on your computer.

Look at the Title on this page; take note that it is centered and the first letter of each major word is capitalized. Your title should not be in CAPS or underlined or in “quotation marks!”

Lastly, you may use your creativity, pictures, and color on a title page if you so desire. A title page is not required since you have a heading on the first page, but if you choose to create one, have fun!