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Skills for Effective Writing



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Discrete writing skills, such as creating topic sentences and recognizing irrelevant information, are critical for good writers. This 4-level series teaches these skills and offers extensive practice opportunities.



SKILL PRESENTATION

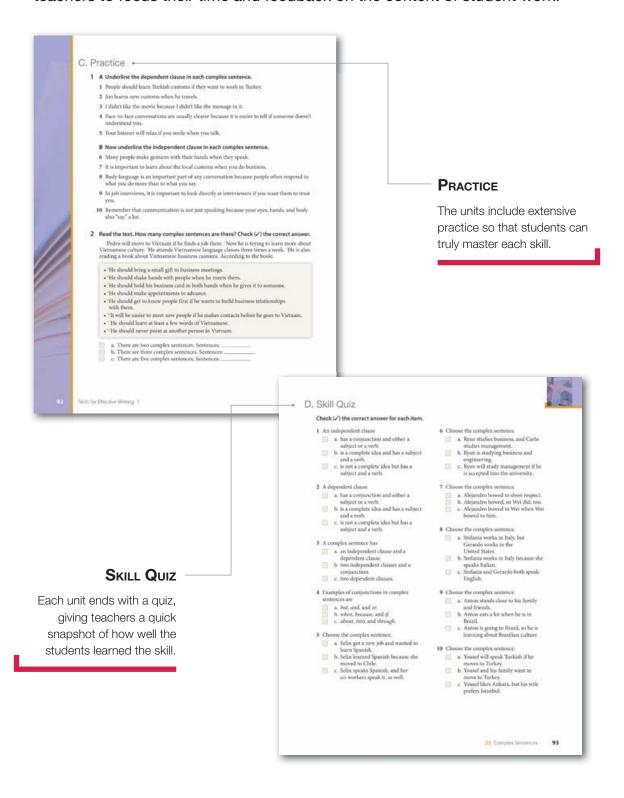
Each unit teaches a single discrete writing skill, helping students focus their attention on developing the skill fully.

OVER TO YOU

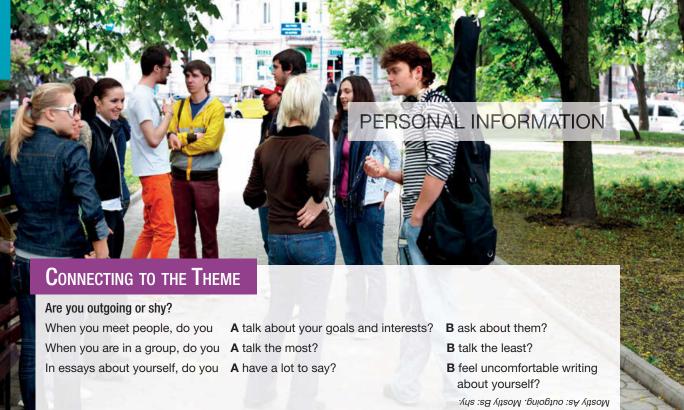
Following instruction, students are eased into the skill's application, facilitating their understanding of exactly how each skill works.



When students master these skills, all of their writing improves. This allows teachers to focus their time and feedback on the content of student work.







A. Skill Presentation

Letters make words. Most words use small letters.

teacher, family, good, write

Some words use **capital letters** and small letters together.

Professor Garcia, State University

A **sentence** always begins with a capital letter. A sentence also has **one space** between two words. Finally, a sentence usually ends with a **period**.

my essay is about me. ✗ My essay is about me. ✓

Myessayisaboutme.

✓ Myessay is about me. ✓

Sentences make **paragraphs**. It is important to write paragraphs correctly. A paragraph is about one idea.

In the paragraph below, the sentences *My teacher liked it* and *Maybe I will get a good grade* are about the same idea. The sentence *I like shopping* is not about the same idea as the other sentences. It shouldn't be used.

I wrote my essay. My teacher liked it. Hike shopping. Maybe I will get a good grade.

The first line of a paragraph is **indented**. To indent, type about five spaces before the first word. A paragraph is not a list of sentences. At the end of a sentence, type a space. Then begin the next sentence.

I wrote my essay. My teacher liked it. Maybe I will get a good grade. ✓



B. Over to You

1

2

Read the three paragraphs. Check () the correct paragraph.
1 Today was our first class. We met our instructor. She told us about herself.
2 Today was our first class. We met our instructor. She told us about herself.
Today was our first class. We met our instructor. She told us about herself.
Correct the sentences and paragraphs.
1 goodessaysareinteresting
2 doctor Goodrich teaches at harvard university
3 My sister read my essay
4 I got a good grade today. The teacher liked my essay. I wrote it very carefully.
5 I want to be a doctor I am taking science and math courses I hope to get good grades.
6 My English teacher helped me a lot. She worked with me after class. She helped me apply to college.
CHECK! 1 Sentences are groups of Sentences begin with a capital letter and end with a between the words. 2 are groups of sentences about idea.
Remember to paragraphs.

C. Practice

1 Read each sentence and paragraph in the chart. Decide if they are correct or incorrect. Check (/) the box in the correct column.

	CORRECT SENTENCE	CORRECT PARAGRAPH	NOT CORRECT
1. Today was our first class. We met our instructor. She told us about herself.			
2. That is my instructor.			
3. I like this essay. I think it is very good. It is very original.			
4. I planned my essay carefully. I wrote down a lot of ideas. I chose the best ideas. Then I started writing.			
5. The nursing program is very good			
6. malena wrote her personal essay. it took three hours. she needed more time.			
7. I play tennis everySaturday.			
8. I was very busy in high school I played basketball I got very good grades I also worked after school every day			

2	Match each	paragraph	(A-D) with	the correct	description	(1-4)
_	match each	paragraph	(A-D) WITH	the correct	description	(1-

1 No mistakes	3 Not a paragraph
2 Mistakes with spaces	4 Mistakes with capital letter

- A Iaminterestedinhistory. Iliketoreadbooksaboutimportantpeopleandeventsfromthepast. Ialsowatchhistoricalmovies. SometimesIgotolectures. IwanttolearnasmuchasIcan.
- B I am interested in history. I like to read books about important people and events from the past. I also watch historical movies. Sometimes I go to lectures. I want to learn as much as I can.
- C I am interested in history. I like to read books about important people and events from the past.

I also watch historical movies.

Sometimes I go to lectures.

I want to learn as much as I can.

D I am interested in history. i like to read books about important people and events from the past. i also watch historical movies. sometimes i go to lectures. i want to learn as much as I can.



D. Skill Quiz

Check (✓) the correct answer for each item.

 A sentence has a. words and spaces. b. indentations and periods. c. only capital letters. 	7 I buy lots of technology. I have two cell phones. I have a laptop. I also have an iPac My friends say I don't need anything else. This paragraph
2 A sentence has a. a period. b. a capital letter. c. a period and a capital letter.	 a. needs to be indented. b. is correct. c. needs spaces between sentences. 8 my favorite subject is math. i enjoy my classes. the math classes are difficult. my
 A paragraph a. is a list. b. has an indentation. c. has one or two words. 	teacher helps me. This paragraph needs a. more ideas. b. more spaces between words. c. sentences that start with
 A paragraph is a. about one idea. b. about many ideas. c. the same thing as a sentence. 	capital letters. 9 I am interested in sports and health.I an good at working with people.I hope to get a job doing both.I would like to be a physical therapist.
 5 my bedroom is very messy This sentence needs a. a period. b. a capital letter. c. a period and a capital letter. 	This paragraph needs a. a list of sentences. b. more capital letters. c. one space between each sentence.
6 Myteacherisbusy. This sentence needs a. a period. b. a capital letter. c. spaces between words.	 I amwriting anessay. The teacher gave me some examples. I have some goodideas towriteabout. Myessay willbe interesting. This paragraph needs a. all capital letters. b. spaces between words. c. all capital letters and spaces





A. Skill Presentation

A statement is a sentence that gives information. A statement always ends with a period.

My next class is at noon.

If the sentence **asks for information**, it is a question. Many questions use a **question word**. Some question words are *who*, *what*, *where*, *when*, *why*, *how*, *do*, and *did*. A question ends with a **question mark**.

When is your next class?

There are other words that can begin questions, like *are*, *is*, *was*, and *were*. If you use one of these words at the beginning of a sentence, put a question mark at the end.

There is also punctuation used in the middle of sentences, called **commas**. Use a comma when you write dates. The comma goes between the day and the year.

School starts on September 1, 2013.

Use commas when you write lists that have three or more items. Put a comma after each item except for the last item. Remember to put a comma before the word *and*.

Ivan is taking math, science, and history classes.



B. Over to You

1 Read the sentences. Check () Statement or Question. Add a period or question mark at the end of each sentence.

tatement	Question	
		1 When are you leaving for class
		2 There are 15 people in my class
		3 Do you have a math test today
		4 How many classes are you taking
		5 The English class is in Hudson Hall
		6 The next meeting is on Tuesday
		7 Are you sure the class starts at 10:00 a.m
		8 I have an unusual schedule this week
		9 What are you doing after class
		10 At 3:30 p.m. my class is over

- 2 Read the sentences and add commas where necessary. If no comma is needed, leave it blank.
 - 1 Most students take English math and science.
 - 2 I started school on June 25 2012.
 - 3 I go to the library on Monday Tuesday and Wednesday nights.
 - 4 School was over on April 7 2012.
 - 5 I studied English with Dr. Lee Ms. Bunting and Mr. Johns.
 - **6** The language lab has computers printers and copy machines.
 - 7 We meet for breakfast coffee and dessert.
 - 8 Fall classes began on September 15 2013.
 - 9 Juan went to school in Missouri Colorado and California.
 - **10** My favorite subjects are English health and history.

