

Skills for Effective Writing



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Skills for Effective Writing 2

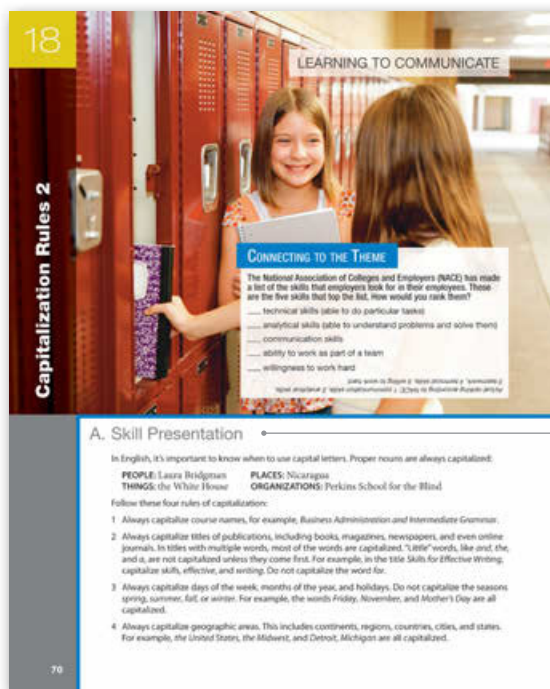


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Discrete writing skills, such as creating topic sentences and recognizing irrelevant information, are critical for good writers. This 4-level series teaches these skills and offers extensive practice opportunities.

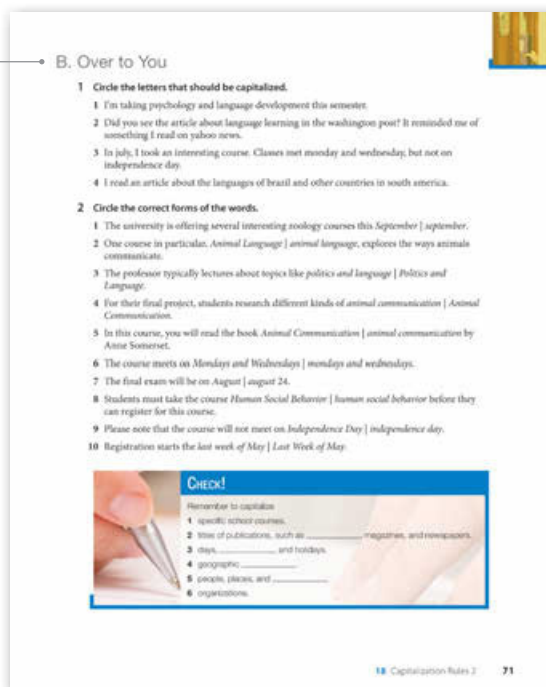


SKILL PRESENTATION

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.

C. Practice

- 1 Circle the letters that should be capitalized.

to Foundations of Language students

subject: Course information

from: Professor Collings

Welcome!

This course is called "[f]oundations of [l]anguage. We will explore typical [l]anguage [d]evelopment in the children of [n]orth [a]merica. Your main textbook is *[t]he [l]anguage [a]cquisition*. It will help answer some important questions:

How do babies [c]ommunicate before they learn [l]anguage?

At what [a]ge do they form their first [w]ords?

Then, we will discuss sign [l]anguage from [n]icaragua, languages from [a]frica, and variation on dialects in the [u]nited [s]tates.

The two required [t]extbooks for this course are *[l]earning [t]o speech* and *The [d]evelopment of [y]oung [l]anguage*.

The course will meet on [w]ednesdays and [f]ridays during the [s]pring term, [j]anuary to [j]une. We will not meet on [m]emorial [d]ay.

professor collings

- 2 Read the course descriptions and circle the words that should be capitalized.

- 1 **Course name: Sociology 135**
Course description:
work communication is a course about social issues. You will learn how gender affects communication in school and in the workplace.
- 2 The class meets tuesdays, January 23 through may 18. There is also a lab that meets on the last Thursday of every month.
- 3 The required textbook is mastering work communication. All students must first complete Sociology 130 before registering for this class.
- 4 **Course name: Education 102**
Course description:
In Child Language Development, you will learn about how children normally learn language. The course requires a school visit in the Chicago area.
- 5 Class meets Tuesdays and thursdays in the fall, September 2 through december 3. The required textbook is *Child Language Development*. This class is four credits.

SKILL QUIZ

Each unit ends with a quiz, giving teachers a quick snapshot of how well the students learned the skill.

D. Skill Quiz

Check (✓) the correct answer for each item.

- 1 Always capitalize ____ because they are proper nouns.
- ☐ a. school supplies
 - ☐ b. grade levels
 - ☐ c. specific school courses
- 2 Always capitalize ____ because they are proper nouns.
- ☐ a. times of the day
 - ☐ b. months of the year
 - ☐ c. seasons
- 3 Always capitalize ____ because they are proper nouns.
- ☐ a. names of plants
 - ☐ b. names of cities
 - ☐ c. directions
- 4 In the title of a publication, you should usually capitalize ____.
- ☐ a. most words.
 - ☐ b. only the "little" words.
 - ☐ c. none of the words.
- 5 *The course meets every tuesday during the summer.*
- Which word should be capitalized in this sentence?
- ☐ a. course
 - ☐ b. tuesday
 - ☐ c. summer
- 6 *I got a good grade in writing 101.*
- Which word should be capitalized in this sentence?
- ☐ a. good
 - ☐ b. grade
 - ☐ c. writing
- 7 *I am taking an interesting course this semester called animal communication.*
- Which words should be capitalized in this sentence?
- ☐ a. interesting and course
 - ☐ b. this and semester
 - ☐ c. animal and communication
- 8 *After new year's, the next semester at my college begins.*
- Which words should be capitalized in this sentence?
- ☐ a. new and year's
 - ☐ b. next and semester
 - ☐ c. my and college
- 9 *You will read articles from the journal language in society.*
- Which words should be capitalized in this sentence?
- ☐ a. will and read
 - ☐ b. the and journal
 - ☐ c. language and society
- 10 *The textbook language development has good information about how children become literate.*
- Which words should be capitalized in this sentence?
- ☐ a. language and development
 - ☐ b. good and information
 - ☐ c. children and literate

PRACTICE

The units include extensive practice so that students can truly master each skill.

ARE YOU OFTEN ONLINE?

CONNECTING TO THE THEME

Are you often online? Read the statements and decide how true they are for you.

A true for me **B** sometimes true for me **C** not true for me

I check my e-mail several times a day.

My friends and I talk to each other every day on social networking sites.

I prefer to e-mail my instructors and check my grades online.

My friends and I do research for school and schedule our classes online.

*Mostly As: you are addicted to the Internet and need to meet up with friends offline more often.
Mostly Bs: you might want to be careful about how much time you spend online.
Mostly Cs: you may have a healthy relationship with the Internet, but don't miss out on its advantages.*

A. Skill Presentation

A **sentence** is a group of words that makes a complete idea. Every sentence needs a **subject** and a **verb**.

There are four types of simple sentences (the **S** stands for *subject*, and the **V** stands for *verb*):

- 1 An SV sentence has one subject and one verb. **SV = 1 subject + 1 verb**

Marina **likes** social networking sites.
(The subject is *Marina*. The verb is *likes*.)

- 2 An SSV sentence has two subjects and one verb. **SSV = 2 subjects + 1 verb**

David and **Amy** **like** online shopping.
(The two subjects are *David* and *Amy*. The verb is *like*.)

- 3 An SVV sentence has one subject and two verbs. **SVV = 1 subject + 2 verbs**

Mike usually **checks** the weather and **sends** e-mails every morning.
(The subject is *Mike*. The two verbs are *checks* and *sends*.)

- 4 An SSVV sentence has two subjects and two verbs. **SSVV = 2 subjects + 2 verbs**

Laura and **Pedro** **shopped** for books and **searched** for classes online.
(The two subjects are *Laura* and *Pedro*. The two verbs are *shopped* and *searched*.)



B. Over to You

1 How many subjects and how many verbs are there in each sentence? Circle the correct type of simple sentence.

- 1 Katarina and Mary found a new site about relationships.
SV SSV SVV SSVV
- 2 Pedro bought a book online and wrote about it on his blog.
SV SSV SVV SSVV

2 Read each sentence in the chart. Write the subjects and verbs in the correct column.

	SUBJECT(S)	VERB(S)
1. A recent study looked at the most popular websites for young people.		
2. Ten-year-old children usually watch TV shows and play online games.		
3. Preteens and teens like social networking sites.		
4. Clara and Nubia chat online and send messages to their friends.		
5. Many Americans spend a lot of time on e-mail.		
6. I looked at your new marketing site last night and posted a comment.		
7. My study group and I used a number of online resources for our research project.		
8. You can reconnect with old school friends on this website.		
9. I found an old friend online last night and sent her a message.		
10. My dad and I read the same blog and post comments every Saturday.		



CHECK!

The four types of simple sentences are:

- 1 _____ = 1 subject + 1 verb
- 2 _____ = 2 subjects + 1 verb
- 3 _____ = 1 subject + 2 verbs
- 4 _____ = 2 subjects + 2 verbs

C. Practice

- 1 Read the e-mail and decide if the words in bold are subjects or verbs. Write S for Subject and V for Verb.

To:	Cathy
Subject:	Yesterday's conference
From:	Marisela

Hi Cathy,

I ¹**went** to a technology conference yesterday. I ²**saw** a lot of presentations and ³**met** some nice people. ⁴**Maria and Tim** ⁵**were** there, too. ⁶**Dr. Langman** gave an interesting presentation. She and I ⁷**disagree** about a few things. ⁸**She** ⁹**talked** about the Internet's negative effect on everyday life. I don't think the Internet is that bad. People still ¹⁰**interact** with each other. Dr. Langman recommends turning off technology in order to reconnect with friends. Let's talk soon.

Take care,
Marisela

- 1 ____ 3 ____ 5 ____ 7 ____ 9 ____
2 ____ 4 ____ 6 ____ 8 ____ 10 ____

- 2 Read each sentence and decide what type of simple sentence it is. Write SV, SSV, SVV, or SSVV.

- ___ 1 The average American spends 32.7 hours online every week.
___ 2 Technology and Sociology are my two classes this semester.
___ 3 Sandra and her mother shopped online.
___ 4 Most people talk to friends and share photos online.
___ 5 Maria and Juan usually study in the library and eat lunch in the park.
___ 6 The Internet affects our lives.
___ 7 Many teenagers meet friends at school and interact with them online.
___ 8 Many adults enjoy social networking sites.
___ 9 John and his wife pay their bills and book their vacations on the Internet.
___ 10 Alejandra goes to a tutoring session and practices the piano after school.



D. Skill Quiz

Check (✓) the correct answer for each item.

1 A sentence is a group of words that makes

- ☐ a. a person.
- ☐ b. an example.
- ☐ c. a complete idea.
- ☐ d. an action.

2 A subject is often

- ☐ a. a noun.
- ☐ b. a preposition.
- ☐ c. an adjective.
- ☐ d. an adverb.

3 Which word is a verb?

- ☐ a. Mr. Brown
- ☐ b. online
- ☐ c. sociologist
- ☐ d. meet

4 *My sister and I are friends on a social networking site.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

5 *Carol and Tom usually interact online and spend time together offline.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

6 *Teenagers interact with their friends on social networking sites.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

7 *Juliet searched for health information and took it to her doctor.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

8 *Music blogs and restaurant review sites are my two favorite types of websites.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

9 *Betty and Alex stayed home and spent time online.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

10 *Many ten-year-olds enjoy video games.*

What type of sentence is this?

- ☐ a. SV
- ☐ b. SSV
- ☐ c. SVV
- ☐ d. SSVV

CONNECTING TO THE THEME

How well is your brain working?

People should drink about 64 ounces of water a day to keep their body and their brain healthy. An average cup is 6-8 ounces. How many cups of water do you drink each day?

1-4 cups: you are not drinking nearly enough water! 5-7 cups: not bad, but you need to drink even more. 8-10 cups: you are drinking enough water to keep your brain healthy.

A. Skill Presentation

A **paragraph** has several sentences about one topic. The first sentence in a paragraph states the main idea. The other sentences support that idea and give more information.

Paragraph

- **Main idea**
- **Supporting sentences**
- **Concluding sentence**

Read this paragraph. The topic is the importance of water for your brain.

MYour brain needs a lot of water to work properly. **S**If you don't drink enough water, your body takes it from your brain. **S**This can cause a headache. **C**Drink plenty of water to help your brain and avoid a headache.

Always use correct paragraph formatting.

- Indent the first sentence of each paragraph. To indent means to add space before the first word. Only indent the first line of a paragraph.
- Do not start each new sentence on a new line. Sentences continue on the same line, one after the other. Only start a new line when you start a new paragraph.
- After each sentence, leave a space between the period and the first word of the next sentence. If you are using a computer, type one or two spaces after the period. Some people type one space; some people type two spaces.



B. Over to You

1 Check (✓) the paragraph with the correct formatting.

- ☐ 1 Scientists study the brain to understand why some things make us happy.They can test us to see how our brains respond to happy situations.
They can also see that some people's brains do not respond to happy situations.They hope that this will help them understand why some people are often unhappy.
- ☐ 2 Scientists study the brain to understand why some things make us happy. They can test us to see how our brains respond to happy situations. They can also see that some people's brains do not respond to happy situations. They hope that this will help them understand why some people are often unhappy.

2 Match each sentence (1–6) with a sentence (a–h) from the same paragraph.

- | | |
|--|---|
| ___ 1 What we eat has an effect on brain health. | a They think that people who worry less may have stronger brains. |
| ___ 2 There are activities that harm our brains. | b Scientists are not sure why our memories are not always sharp. |
| ___ 3 When you have an exam, it is a good idea to prepare your brain. | c Good relationships are often more important for success at work than brain power. |
| ___ 4 Some experts believe that stress makes the brain weaker. | d Blueberries, for example, have chemicals that help the brain. |
| ___ 5 Sometimes we remember things clearly, but other times we cannot remember things well at all. | e Wearing a bike helmet helps protect your head. |
| ___ 6 You can improve your brain power in several ways. | f Smoking has a negative effect on brain health. |
| ___ 7 Someone with a low IQ score can still have a successful career. | g One way to prepare is to get enough sleep the night before the exam. |
| ___ 8 It is important to protect your brain from injury. | h One way is to use your computer mouse with the hand you wouldn't normally use. |



CHECK!

The key points to remember about a paragraph are:

- A paragraph has several sentences about _____ topic.
- When you write, _____ the first line of each paragraph.
- Only start a new _____ when you start a new paragraph.
- Leave a _____ between the period and the new sentence.