

Writing 101

I. Course Description

This course will provide the writing instruction needed for any typical high school English course of study. The student will develop expository writing skills through extensive practice. Seven practical formats will be taught.

II. Instructional Material

- A. Format Writing by Frode Jensen published by Wordsmiths, Dates ?
- B. Writing with a Point by Jeanne B. Stephens & Ann Harper published by EPS
- C. Report Writing - A Focus on Social Studies and Science published by Milliken

III. Course Goals and Objectives

Goals

1. The student will gain experience in various formats or organizational patterns so that whatever the point of a piece of writing, it will come across in a logical fashion and make the point as strongly as possible.
2. The student will gain confidence through experience and thus be equipped to persuade or defend any position he/she may take in representing his/her personal faith and confidence in God.
3. The student will develop habits and techniques in writing which will enable them to handle college level writing assignments.

Objectives

1. Students will know when and how to utilize seven single paragraph formats.
2. Students will be able to identify the elements of a five-paragraph essay.
3. Students will know when and how to utilize seven practical essay formats.
3. Students will understand and be able to apply the principle of condensation.
4. Students will be able to develop a seven-sentence outline.
5. Students will be able to develop a thesis statement.
6. Students will know how to introduce a topic.
7. Students will know how to conclude a topic.
8. Students will know how to use note cards to research and organize their writing.
9. Students will learn applications for appendices.
10. Students will determine the proper use of in-text citations and end notes.
11. Students will effectively choose a point of view.
12. Students will determine the correct use of tense.
13. Students will apply effective use of transitions.
14. Students will be able to research and write a major paper.

Course Outline

First Semester

A. Structure and Development of a Paragraph

1. Topic Sentences
2. Body
 - a. Sequences
 - i) Chronological
 - ii) Spacial
 - iii) Order of importance
 - b. Transitional devices
 - c. Completeness
 - i) Free from mechanical & spelling errors
 - ii) Correct grammar usage
 - iii) Correct sentence structure
3. Conclusion - purpose

B. Good Paragraph Practices

1. Point of View
2. Tense
3. Subordination of Ideas

C. Paragraph Parameter Checks

1. Organization
2. Mechanics
3. Style
4. Content

D. The Example Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three example paragraphs seven sentences in length.

E. The Classification Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three classification paragraphs seven sentences in length.

F. The Definition Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three definition paragraphs seven sentences in length.

G. The Process Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three process paragraphs seven sentences in length.

H. The Analogy Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three analogy paragraphs seven sentences in length.

I. The Cause and Effect Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three cause and effect paragraphs seven sentences in length.

J. The Comparison Paragraph

1. Basic Requirements
2. Other Items of Importance
3. Method of Example
4. Assignment: Student will write and evaluate three comparison paragraphs seven sentences in length.

K. Elements of a Five-Paragraph Essay

1. Purpose and Importance
2. Visual Representation of the Essay
3. Practicing Form results in Professional Freedom
4. Essay parameters from page 93

L. Thesis Statements

1. Position
2. Purpose
3. Format
4. Order
5. Parallelism
6. Bias
7. Assignment: Student will write 15 thesis statements.

M. Introductory Paragraph

1. 5 rules for
2. Example of
3. Assignment: Identify three general categories and three specific topics for each of 5 items. Write three introductory paragraphs based on structure.

N. Concluding Paragraph

1. Methods
2. Examples
3. Assignments: Write 3 concluding paragraphs based on given thesis statements.

O. Transitions

1. Reference
2. Connectives
 - a. Time/spatial relationships
 - b. Sequence
 - c. Contrast
 - d. Results
 - e. Examples following

P. Body Paragraph Construction

1. Topic Sentence
2. Transition
3. Logical order of secondary sentences - weak to strong
4. Similarity in length
5. Create one body paragraph

Q. Seven Sentence Exercise

1. Identify the seven skeletal sentences of a five paragraph essay
 - a. Eye catcher
 - b. Thesis statement
 - c. Topic sentence - body paragraph 1
 - d. Topic sentence - body paragraph 2
 - e. Topic sentence - body paragraph 3
 - f. Thesis restatement
 - g. Close/final statement

2. Assignment: Write 3 essay outlines by creating thesis statement and then writing the other six skeletal sentences.

R. General Guidelines for a Five-Paragraph Essay

1. Review elements
2. Discuss balance
3. Attention getters
4. Thesis statement – two functions
 - a. Purpose & topic
 - b. Outline
5. Interior sentences - Discuss the necessity of the following in interior sentences:
 - a. Narrow in scope
 - b. Points toward thesis
 - c. Background & definitions
6. Order
 - a. Logical
 - b. Beneficial to argument
7. Continuity in organization
8. Use of transitions for continuity
9. Review purpose and structure of concluding paragraph
10. Identify characteristics of a successful paper
 - a. Interesting topic - to the writer!
 - b. Some previous knowledge of topic
 - c. Reader gains something: information, opinion, pleasure

S. Present seven basic formats for organizing the body paragraphs of a typical five-paragraph essay in the following manner:

1. Understand the purpose
2. Describe typical info found
3. Explain the order
4. Explain the organization
5. Provide general procedure for constructing this type of essay
6. Assignment: write, edit and publish example essay

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T. Principle of Condensation

1. Explain the process and purpose of condensation
 - a. Reducing
 - b. Abridging
 - c. Abbreviating
 - d. Shortening
 - e. Cutting
 - f. Compressing

g. Compacting or distilling

2. Explain the principle of condensation

- a. Discerning secondary material from primary ideas
- b. Reducing physical length
- c. Retain order & logic
- d. Retain essence (main points & spirit)
- e. Drop non-essential information and structure
- f. Names that apply to condensation: abstract, precis, summary, digest & synopsis

f

3. Apply principles to:

- a. The sentence
- b. The paragraph
- c. The essay, chapter, article

4. Practice the principles by:

- a. Rewriting 47 sentences
- b. Examining rules for making a precis.
 - i) Practice the analysis of material for the purpose of producing a precis
 - ii) Practice writing a precis for 6 originals c. introduce object of reducing articles to short sentences expressing a single idea
 - i) Practice condensing 20 given paragraphs
 - ii) Select 5 paragraphs from 3 different newspapers/magazines and condense

Second Semester

A. Major Papers / Position Papers

1. Intro

- a. Establish purpose
- b. Explain the order, purpose and format for
 - i) Title page
 - ii) Text
 - iii) Content endnotes page
 - iv) Appendix
 - v) Work cited page (bibliography)
 - vi) Page numbering
- c. Practice
 - i) Works cited page
 - ii) Explain in-text citations and rules for usage

2. Note Cards

- a. introduce two types

- i) Bibliography or source cards
- ii) Notes of facts or information
- b. assignment: produce both types of note cards from two articles

3. Major Paper Procedures

- a. Gathering information
 - i) Finding sources
 - ii) Skimming
 - iii) Note cards
 - iv) Use of abbreviations - in note cards - avoid in text
- b. Putting information together
 - i) Organizing note cards
 - ii) Identifying basic topic areas, sorting cards by topic
 - iii) Arranging topics in best sequence for logical organization
 - iv) Eliminating repetitious cards
 - v) Arranging cards within topic in natural order
 - vi) Left over pile for intro and conclusion

4. Writing the Paper

- a. Thesis statement based on
 - i) purpose
 - ii) outline
- b. Body paragraphs from note cards
- c. Intro paragraph
- d. Concluding paragraph
- e. Proof read for logic and error
- f. Rewrite - double-spaced

5. End Notes

- a. Rules for
- b. Examine examples of

6. Annotated Works Cited/Bibliographies

- a. Purpose
- b. Procedure

7. Appendix/appendices

- a. Purpose
- b. Procedure

V. Teaching Methods

- A. Lectures
- B. Group involvement
- C. Written assignments
- D. Personal evaluation
- E. Librarian assisted on-line research

VII. Evaluation

- A. Components
 - 1. Weekly assignments
 - 2. Writing exercises
 - 3. Paragraph writing test
 - 4. Test - Elements of a Five-Paragraph Essay
 - 5. Final Term Paper
- B. Grading Scale
 - 1. Tests:
 - 100-90%= A
 - 89-80%=B
 - 79-70%=C
 - 69-60%=D
 - lower =F
 - 2. Assignments:
 - 7-8 points=A
 - 5-6 points=B
 - 3-4 points=C
 - 1-2 points=D