

Joshua Christian High School

Course Outline for Format Writing

I. Course Description

This two-semester course consists of developing expository writing skills. In this writing process the student will be given the opportunity to develop competence with various paragraph formats. These include "Example", "Classification", "Definition", "Process", "Analogy", "Cause & Effect" and "Comparison" paragraphs. The purpose is to organize thoughts clearly, which enables the student to inform, clarify and perhaps even persuade the reader in their writing. The major areas, which will be addressed, are organization, mechanics, style, content, expression and readability. The technical mechanics of spelling, punctuation and word usage will be considered. Finally, the preparation of thesis statements, essays and a final research paper will be the culmination of the course.

II. Course Goals and Objectives:

A. Preparation of powerful paragraphs

1. The student will brainstorm and develop organized clusters.
2. The student will prepare an interesting topic sentence.
3. The student will develop the body or a series of supporting sentences, which contains details to explain the topic sentence.
4. The student will learn to edit and prepare several drafts until paragraphs have clear, logical sequence of events.
5. The student will work on transitional devices and check writing for correct grammar, spelling and sentence structure.
6. The student will learn to write a powerful conclusion.

B. Preparation of Single Paragraph Formats

1. The Example Format - is used to provide a better understanding of a subject by seeing various examples of it.
2. The Classification Paragraph - is the orderly arrangement of items or ideas.
3. The Definition Paragraph - is used to clarify understanding of an abstract term.
4. The Process Paragraph - giving simple directions on how to accomplish something.
5. The Analogy Paragraph - is used to describe one subject in terms of another.
6. The Cause & Effect Paragraph - is used to explain why something occurred.
7. The Comparison Paragraph - is used to show the topics in relation to one another, often in attempt to show the superiority of one over the other.

C. Preparation of Five Paragraph Essays

1. The Introductory Paragraph - to introduce the topic and set the scope and limitation of the paper, to get the reader's attention, to establish the method or approach of the paper, and to give the reason for the paper.
2. Thesis Statement - will state the primary purpose of the essay.
3. Concluding Paragraph - the final thoughts where some type of thought-provoking generalization is stated about the subject.

D. Preparation of Term Paper

1. Researching and gathering of information
2. Organizing effective clusters
3. Preparing introductory paragraph
4. Developing strong supporting paragraphs which include rich detail and good transition
5. Working through the editing process of several drafts
6. Concluding with final thoughts to support subject.

III. Course Outline:

A. First Semester:

1. Preparation of useful clusters
2. Working through the writing process
3. Powerful paragraphs in various formats
4. Development of strong thesis statements
5. Organization of five-paragraph essays

B. Second Semester:

1. Review of essay preparation
2. Research
3. Development of formal term paper

IV. Instructional Material

- A. Jensen's Format Writing, Wordsmiths, Grant Pass, OR, 2002

V. Teaching Methods:

- A. Lecture
- B. Demonstration by teacher
- C. Group participation in development of thoughts
- D. Student's written paragraphs
- E. Formal Reports

VI. Evaluation:

- A. Graded evaluation of weekly writing assignments
- B. Research paper evaluation

VII. **Grading Scale:**

A. Organization	25%	100-90 = A
B. Mechanics	20%	89-80 = B
1. Spelling		79-70 = C
2. Grammar		69-60 = D
3. Punctuation		59 - = F
C. Content	50%	
1. Vocabulary		
2. Sentence Variety		
D. Style	5%	