# contents

The Writing Process	
Why Write?	1
USING THE WRITING PROCESS	
Understanding the Writing Process	<b>5</b>
<b>Building Good Writing Habits</b>	6
The Process in Action	8
One Writer's Process	11
Prewriting: Selecting a Topic and	
Gathering and Organizing Details	13
Writing: Developing Your First Draft	14
Revising: Focusing on the Big Picture	16
Editing: Checking for Conventions	22
Publishing: Sharing Your Writing	24
Peer Responding	29
Peer Responding Guidelines	30
Understanding the Traits of Writing	33
□ Ideas	35
☐ Organization	38
□ Voice	40
□ Word Choice	41
<ul><li>☐ Sentence Fluency</li><li>☐ Conventions</li></ul>	42 44
_	
Using a Rubric	
Understanding Rubrics	46
Revising and Editing with a Rubric	50
Publishing Your Writing	57
Sharing Your Writing	58
Publishing Online	64
Creating a Portfolio	65
Types of Portfolios	66
Sample Portfolio Reflections	69

# **RESPONSE TO LITERATURE**

Writing a Response Paragraph	283
STUDENT MODEL "Moon Shadow"	284
Interpreting a Story	287
Traits of a Response to Literature	288
STUDENT MODEL "Her Name Means Hope"	289
Prewriting	291
Writing	295
Revising	301
$\square$ Ideas: Revising the Focus and Key Events	302
☐ Organization: Using a Variety of Transitions	
and Summarizing the Theme	304
☐ Voice: Using an Interesting Voice	
and the Correct Level of Language	306
☐ Word Choice: Selecting Specific Words	
and the Right Connotation	308
☐ Sentence Fluency: Avoiding Choppy Sentences	
and Run-On Sentences	310
Editing	313
☐ Conventions: Correcting Verb Tenses and Commas	314
Publishing	317
☐ Presentation: Designing and Sharing Your Essay	317
Assessing	
Rubric for Writing About Literature	318
Reflecting on Your Writing	322
Writing a Poetry Review	323
STUDENT MODEL "Flying with The Hawk"	325
Writing Across the Curriculum	329
Social Studies: Interviewing a Person from History	330
Science: Summarizing a Science Article	332
Practical Writing: Evaluating a Book	334
Writing for Assessment	336

# The Forms of Writing

# **DESCRIPTIVE WRITING**

Writing a Descriptive Paragraph	71
STUDENT MODEL "Bob's Deli"	72
Describing a Place	75
STUDENT MODEL "My Home Away from Home"	76
Prewriting	78
Writing	80
Revising	82
Editing	82
Writing Across the Curriculum	83
Social Studies: Describing a Famous Place	84
Math: Writing a Geometric Riddle	86
Science: Writing a Lab Report	88
Practical Writing: Creating a Classified Ad	90



Writing a Narrative Paragraphstudent Model "Getting Game"	94
Sharing a Learning Experience	97
Traits of Narrative Writing	98
STUDENT MODEL "Home Team or Visitor?"	99
Prewriting	101
Writing	107
Revising	113
☐ Ideαs: Using Sensory Details and	
"Showing" versus "Telling"	114
☐ Organization: Checking Beginning, Middle, and Ending	116
$\square$ Voice: Using Personal Voice and Dialogue	118
$\square$ Word Choice: Using Specific Words and Participles	120
$\square$ Sentence Fluency: Using Long and Short Sentences	122
Editing	125
☐ Conventions: Punctuating Dialogue and Equal Adjectives	126
Publishing	129
☐ Presentation: Designing and Sharing Your Narrative	129
Assessing	
Rubric for Narrative Writing	130
Reflecting on Your Writing	134
Writing a Phase Autobiography	. 135
STUDENT MODEL "Rocket to Mars"	136
Writing Across the Curriculum	.143
Social Studies: Writing About	
a Cultural Experience	144
Math: Writing a Learning-Log Entry	146
Science: Writing a TV Script	148
Practical Writing: Creating an Incident Report	150
Writing for Assessment	. 152
Transaction of the control of the co	

# **EXPOSITORY WRITING**

Writing an Expository Paragraph	157
STUDENT MODEL "What'll It Be: Tacos or Pizza?"	158
Comparing Two Subjects	161
Traits of Comparison-Contrast Writing	162
STUDENT MODEL "What's the Buzz?"	163
Prewriting	165
Writing	171
Revising	177
□ Ideas: Using Interesting Details and	
Balancing the Comparison	178
☐ Organization: Developing Point-by-Point	
Organization and Checking for Unity	180
☐ Voice: Creating an Engaging Voice	182
☐ Word Choice: Using Precise Words	184
$\square$ Sentence Fluency: Using Coordinating and	
Subordinating Conjunctions	186
Editing	189
□ Conventions: Checking Subject-Verb Agreement and	
Comma Usage in Explanations	190
Publishing	193
☐ Presentation: Designing and Sharing Your Essay	193
Assessing	
Rubric for Expository Writing	194
Reflecting on Your Writing	198
Writing a Cause-and-Effect Essay	. 199
STUDENT MODEL "Lower Forks Dam"	200
Writing Across the Curriculum	205
Social Studies: Writing a Friendly Letter	206
Math: Writing Explanations	208
Science: Writing an Extended Definition	210
Practical Writing: Writing an E-Mail Request	212
Writing for Assessment	214

### PERSUASIVE WRITING STUDENT MODEL "Time Is Money" Traits of Problem-Solution Writing 224 STUDENT MODEL "Waterfront Rescue" 225 Prewriting 227 Writing 233 Revising 239 ☐ Ideas: Using Details and Answering an Objection 240 □ Organization: Revising Beginnings and Endings 242 ☐ Voice: Creating a Confident, Persuasive Voice 244 ☐ Word Choice: Using the Right Level of Language 246 ☐ Sentence Fluency: Using Compound and Complex Sentences 248 Editing 251 ☐ Conventions: Punctuating Compound and **Complex Sentences** 252 Publishing 255 ☐ Presentation: Designing and Sharing Your Essay 255 Assessing Rubric for Persuasive Writing 256 Reflecting on Your Writing 260 STUDENT MODEL "Let the Kids Choose" 262 **Social Studies**: Writing a Campaign Speech 268 Math: Creating a Graph 270 **Science**: Writing a Proposal 272 **Practical Writing:** Drafting a Business Letter 274 Writing for Assessment . . . 278

# **CREATIVE WRITING**

Writing Stories	343
STUDENT MODEL "Just Keep Going "	344
Prewriting	346
Selecting a Topic and Creating a Conflict	346
Setting the Scene and Gathering Details	347
Writing	348
Revising	348
Editing	349
Publishing	349
Story Patterns	350
Elements of Fiction	351
Writing Poems	353
STUDENT MODEL "Lightning's Song"	354
Prewriting	355
Selecting a Topic and Gathering Details	355
Using Poetry Techniques	356
Writing	356
Revising	357
Editing	357
Publishing	357
Writing a Parts of Speech Poem	358
Writing Other Forms of Poetry:	
Concrete Poem, Acrostic Poem, and 5 W's Poem	359
Using Special Poetry Techniques:	
Figures of Speech and Sounds of Poetry	360



# **RESEARCH WRITING**

Building Research Skills	363
Primary vs. Secondary Sources	364
Using the Internet	365
Using the Library	367
Using Reference Materials	372
Evaluating Sources	376
Writing a Summary Paragraph	377
STUDENT MODEL "The Trade Triangle"	378
Writing a Research Report	381
STUDENT MODEL "An Ideal 'King'"	382
Prewriting	387
Selecting a Topic	388
Sizing Up Your Topic	389
Gathering Details	390
Creating Note Cards	391
Avoiding Plagiarism	392
Keeping Track of Your Sources	393
Writing Your Thesis Statement	394
Outlining Your Ideas	395
Writing	396
Citing Sources in Your Report	397
Starting Your Research Report	398
Developing the Middle Part	399
Ending Your Research Report	402
Creating Your Works-Cited Page	403
Revising	405
Editing	407
Publishing	409
$\square$ Presentation: Designing and Sharing Your Essay	409
Developing Multimedia Presentations	. 411
Creating Interactive Reports	412
Interactive Report Checklist	415

# The Tools of Learning

SPEAKING TO LEARN	
Listening and Speaking	417
Listening in Class	418
Participating in a Group	420
Speaking in Class	422
Making Oral Presentations	423
Preparing Your Presentation	424
Organizing an Informative Speech	426
Delivering Your Speech	428
WRITING TO LEARN	
Keeping Journals and Learning Logs	431
Writing in a Travel Journal	432
Writing in Other Journals	434
Writing in a Learning Log	435
Writing-to-Learn Activities	439
Taking Notes	441
Taking Classroom Notes	442
Taking Reading Notes	445
Completing Writing Assignments	449
Understanding the Assignment	450
Thinking Through Each Assignment	451
Setting Up an Assignment Schedule	458
Taking Classroom Tests	459
Preparing for a Test	460
Taking Objective Tests	462
Taking Essay Tests	464

# Basic Grammar and Writing

# **WORKING WITH WORDS**

What can I do with nouns in my writing?	470
Show Possession	472
Rename the Subject	472
Make the Meaning of the Verb Complete	473
Add Specific Information	473
How can pronouns improve my writing?	474
Avoid Repeating Nouns	476
Avoid Agreement Problems	477
Make Your References Clear	479
How can I use verbs effectively?	480
Show Powerful Action	482
Create Active Voice	482
Show When Something Happens	483
Show Special Types of Action	484
Form Verbals	485
How can I strengthen my writing with adjectives?	486
Use Sensory Details	488
Form Extra-Strength Modifiers	488
Include Adjectives in the Predicate	489
Be General or Specific	489
How can I use adverbs effectively?	. 490
Describe Actions	492
Add Emphasis	492
Express Frequency	493
Be Precise	493
How can I use prepositional phrases?	. 494
Add Information	495
How can I use conjunctions?	496
Connect a Series of Ideas	497
Expand Sentences	497
Show a Relationship	498

### **BUILDING EFFECTIVE SENTENCES** Writing Complete Sentences ...... 500 How can I make sure my sentences are complete?... 503 Check Your Subjects and Predicates 503 Edit Your Writing Carefully 504 Move Misplaced Modifiers 505 Fixing Sentence Problems ...... 506 Avoid Run-On Sentences 506 **Eliminate Rambling Sentences** 507 What can I do to write clear sentences? ...... 508 Make Subjects and Verbs Agree 508 What should I do to avoid nonstandard sentences?.. 510 **Avoid Double Negatives** 510 Avoid Using "Of" for "Have" 510 Improving Your Sentence Style ..... . 511 How can I make my sentences flow more smoothly? .. 512 Combine with Phrases 512 Combine with a Series of Words 513 Combine with Relative Pronouns 514 What can I do to add variety to my writing?..... . 515 Write Simple Sentences 515 **Create Compound Sentences** 516 **Develop Complex Sentences** 517 Use Questions and Commands 518 What can I do to add details to my sentences? ..... 519 Expand with Prepositional Phrases 519 Expand with Participial Phrases 520 How can I make my sentences more interesting? . 521 Model Sentences 521 Guidelines for Modeling 521 Develop a Sentence Style 522

# **CONSTRUCTING STRONG PARAGRAPHS**

The Parts of a Paragraph	<b>524</b>
A Closer Look at the Parts "Adventure Sports"	525
Types of Paragraphs	526
Write Narrative Paragraphs "My Camping Adventure"	526
Develop Descriptive Paragraphs "Rainbow Rock"	527
Construct Expository Paragraphs "Snowboarding"	528
Build Persuasive Paragraphs	
"Face the High Ropes Course Challenge"	529
Writing Effective Paragraphs	530
A Closer Look at the Process	530
How can I find interesting details?	531
Use Personal Details	531
Use Other Sources of Details	531
How do I know what kinds of details to gather?	532
Writing About a Person, a Place, an Object	532
Writing About an Event	533
Writing a Definition	533
What can I do to organize my details effectively?	534
Use Chronological Order "Making a Law"	534
Use Order of Location "The President's Plane"	535
Use Order of Importance "Presidential Powers"	536
Use Comparison-Contrast Order "Spy vs. Spy"	537
How can I be sure all my details work well?	538
Create Unity in Your Writing	538
Develop Coherence from Start to Finish	539
How can I turn my paragraphs into essays?	540
Use an Essay Plan	540
How do I know if I have a strong paragraph?	541
Use a Paragraph Checklist	541

# A Writer's Resource Selecting Ideas How can I find the best topics to write about? 544 Try a Topic-Selecting Strategy 544 Review the "Basics of Life" List 545 What can I do to get started? 546 Use a List of Writing Topics 546 How can I collect details for my writing? ..... 548 Try Graphic Organizers 548 Improving Organization What can I do to organize my details better? ...... 550 Make Lists and Outlines 550 Use Patterns of Organization 551 How can I write terrific topic sentences? ..... 552 Try Eight Special Strategies 552 What other forms can I use for my writing?..... 554 Try These Forms of Writing 554 **Enriching Your Writing Voice** How can I create a voice in my writing? ..... 556 Use Dialogue 556 Show, Don't Tell 557

Strengthening Word Choice and Vocabulary	
What can I do to improve my writing style?	. 558
Learn Some Writing Techniques	558
How can I expand my writing vocabulary?	. 560
Study Writing Terms	560
How can I mark changes in my writing?	. 562
What can I do to increase my vocabulary skills?	. 563
Use Context	563
How can I build my vocabulary	
across the curriculum?	. 564
Learn About Prefixes	564
Study Suffixes	566
Understand Roots	567
Improving Sentence Fluency	
What can I do to write more effective sentences?	. 570
Study Sentence Patterns	570
Practice Sentence Diagramming	571
How can I connect my sentences and paragraphs?	. 572
Use Transitions	572
Enhancing Your Presentation	
What can I do to make my final copy look better?	. 574
Add Graphics to Your Writing	574
How should I set up my practical writing?	. 576
Use the Proper Format for E-Mail and Proposals	576
Follow Guidelines for Letters and Envelopes	577

# Proofreader's Guide

Marking Punctuation		579
End Punctuation		579
Commas		582
Semicolons	Test Prep!	594
Colons	The "Proofreader's Guide" includes test-prep pages	596
Quotation Marks	to help you study for tests	598
Italics and Underlining	on punctuation, mechanics,	602
Apostrophes	usage, sentences, and the	604
Hyphens	parts of speech.	608
Dashes, Parentheses Ellipses	• • • • • • • • • • • • • • • • • • • •	612 614
•		• • • •
Editing for Mechanics		618
Capitalization		618
Plurals		630
Abbreviations		634
Numbers		638
Improving Spelling		642
Rules for Spelling		642
Spelling List		645
Using the Right Word		652
Commonly Misused Pairs		652
Understanding Sentences		690
Parts of a Sentence		690
Using the Parts of Speech		702
Nouns		702
Pronouns		706
Verbs		718
Adjectives Adverbs		732
Adveros Prepositions		736 742
Conjunctions		742 744
Interjections		744
interjections		, 40
CREDITS	· · · · · · · · · · · · · · · · · · ·	<b>750</b>