

Writing Skills and Strategies develops key language arts skills necessary for high school graduation and success on high stakes exams through a semester of interactive instruction and guided practice in composition fundamentals. The course is divided into ten mini-units of study. The first two are designed to build early success and confidence, orienting students to the writing process and to sentence and paragraph essentials through a series of low-stress, high-interest hook activities. In subsequent units, students review, practice, compose and submit one piece of writing. Four key learning strands are integrated throughout: composition practice, grammar skill building, diction and style awareness, and media and technology exploration. Guided studies emphasize the structure of essential forms of writing encountered in school, in life, and in the work place. Practice in these forms is scaffolded to accommodate learners at different skill levels.

The content is based on the National Council of Teachers of English (NCTE) standards and aligned to state standards.

Length: One semester

## **UNIT 1: INTRODUCTION TO WRITING**

### **LESSON 1: COURSE ORIENTATION**

#### **Study: Course Orientation**

Learn about the structure of this course and plan for successful completion of the activities.

Duration: 0 hrs 40 mins

### **LESSON 2: THE WRITING PROCESS**

#### **Study: Prewriting**

Review the steps of the writing process, and adopt ways to use the process to maximize your success.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of the prewriting process.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Drafting**

Review the steps of the writing process, and adopt ways to use the process to maximize your success.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a Quiz to check your understanding of the drafting process

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Revising and Editing**

Review the steps of the writing process, and adopt ways to use the process to maximize your success.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of the processes of writing, revising, and editing.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 3: AVOIDING PLAGIARISM**

#### **Study: Plagiarism**

Practice techniques for avoiding plagiarism.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of plagiarism and citation styles.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 4: INTRODUCTION TO WRITING WRAP-UP**

### **Review: Introduction to Writing**

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### **Test (CS): Introduction to Writing**

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): Introduction to Writing**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 5: DIAGNOSTIC**

### **Diagnostic: Introduction to Writing Diagnostic**

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 25 points

## **UNIT 2: THE BUILDING BLOCKS OF COMPOSITION**

### **LESSON 1: PUNCTUATION**

#### **Study: Punctuation I**

Review parts of sentences and the rules for effective sentence construction.

Duration: 0 hrs 40 mins

#### **Quiz: Assess your Understanding**

Take a quiz to check your understanding of punctuation essentials.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Punctuation II**

Further explore punctuation in writing to ensure clarity of meaning.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a Quiz to check your understanding of punctuation essentials

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 2: SENTENCE AND PARAGRAPH ESSENTIALS**

#### **Study: Sentence and Paragraph Essentials**

Review the structure of a complete paragraph; learn about different forms of paragraphs.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of paragraph essentials.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 3: ESSAY ESSENTIALS**

#### **Study: Essay Essentials I**

Learn about the basic structure of an essay.

Duration: 0 hrs 40 mins

### **Study: Essay Essentials II**

Learn about essay development and support.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of essay development and support.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 4: THE BUILDING BLOCKS OF COMPOSITION WRAP-UP**

### **Review: The Building Blocks of Composition**

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### **Test (CS): The Building Blocks of Composition**

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): The Building Blocks of Composition**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 5: DIAGNOSTIC**

### **Diagnostic: The Building Blocks of Composition Diagnostic**

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 20 points

## **UNIT 3: PARAGRAPHS: EXAMPLE AND ILLUSTRATION**

### **LESSON 1: COMPOSITION: EXAMPLE AND ILLUSTRATION PARAGRAPHS**

#### **Study: Writing Example Paragraphs**

Identify the structure of an example paragraph; practice composing paragraphs correctly.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of example forms of composition.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Writing Illustration Paragraphs**

Identify the structure of an illustration paragraph; practice composing paragraphs correctly.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of illustration forms of composition.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 2: GRAMMAR: PARTS OF SPEECH**

#### **Study: Parts of Speech**

Review grammar fundamentals and learn how to identify and construct sentences and clauses.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of parts of speech.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 3: STYLE: MAKING LANGUAGE MORE EXACT**

### **Study: Making Language More Exact**

Learn how to substitute passive and "to be" verbs with active alternatives; consider the impact of concrete nouns on the clarity of your prose.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of active verbs and exact language.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 4: MEDIA: TEXT-BASED MEDIA**

### **Study: Text-Based Media**

Learn about the importance and impact of a wide variety of text-based media, including diaries, journals, letters, e-mails, speeches, epistolary novels, textbooks, manuals, and forms.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 5: WRITING PRACTICE**

### **Practice: Submit Your Composition**

Write and submit an example or illustration paragraph.

Duration: 1 hr Scoring: 50 points

## **LESSON 6: PARAGRAPHS: EXAMPLE AND ILLUSTRATION WRAP-UP**

### **Review: Paragraphs: Example and Illustration**

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### **Test (CS): Paragraphs: Example and Illustration**

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): Paragraphs: Example and Illustration**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 7: DIAGNOSTIC**

### **Diagnostic: Paragraphs: Example and Illustration**

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## **UNIT 4: PARAGRAPHS: PROCESS AND CAUSE-AND-EFFECT**

### **LESSON 1: COMPOSITION: PROCESS AND CAUSE-AND-EFFECT PARAGRAPHS**

#### **Study: Writing Process Paragraphs**

Consider a process that needs explaining; practice the fundamentals of writing about a process.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of process paragraphs.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Writing Cause-and-Effect Paragraphs**

Understand the structure of cause-and-effect writing and practice composing.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to check your understanding of process and cause-and-effect paragraphs.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 2: GRAMMAR: PARTS OF SENTENCES**

### **Study: Parts of Sentences**

Review subjects, verbs, objects, and complements; deepen your knowledge of word groups.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of parts of sentences.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 3: STYLE: CONCISION AND PRECISION**

### **Study: Concision and Precision**

Learn to battle wordiness in your writing and to create crisp, tightly constructed prose.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of concision and precision.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 4: MEDIA: JOURNALISM**

### **Study: Media: Journalism**

Investigate layout, photographs, and audience; discuss media bias and learn about journalistic ethics.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 5: WRITING PRACTICE**

### **Practice: Submit Your Composition**

Write and submit a process or cause-and-effect paragraph.

Duration: 1 hr Scoring: 50 points

## **LESSON 6: PARAGRAPHS: PROCESS AND CAUSE-AND-EFFECT WRAP-UP**

### **Review: Paragraphs: Process and Cause-and-Effect**

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### **Test (CS): Paragraphs: Process and Cause-and-Effect**

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): Paragraphs: Process and Cause-and-Effect**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 7: DIAGNOSTIC**

### **Diagnostic: Paragraphs: Process and Cause-and-Effect**

Prepare for the unit tests using this multiple-choice study aid with links to content.

## UNIT 5: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION

### LESSON 1: COMPOSITION: DESCRIPTION AND CLASSIFICATION/DIVISION PARAGRAPHS

#### Study: Writing Description Paragraphs

Improve your ability to write effective descriptions.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of description paragraphs.

Duration: 0 hrs 20 mins Scoring: 10 points

#### Study: Writing Classification and Division Paragraphs

Review the structure of both classification and division paragraphs; practice composing them on your own.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of classification and division paragraphs.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 2: GRAMMAR: VERBS

#### Study: Verbs

Review standard subject-verb combinations and develop your understanding of more complex agreement scenarios. Learn about irregular verbs, verb endings, tense, and mood.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of subject-verb agreement and verb usage.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 3: STYLE: PARALLELISM IN SENTENCE STYLE

#### Study: Parallelism in Sentence Style

Learn to maintain clarity in your writing by controlling paired ideas, repeated words, and items in a series.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of parallelism.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 4: MEDIA: ART AND THE MEDIA

#### Study: Art and the Media

Review the history of artistic form and style, the media that surrounds them, and how they shape major cultural and historical movements.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 5: WRITING PRACTICE

#### Practice: Submit Your Composition

Write and submit a description or classification/division paragraph.

Duration: 1 hr Scoring: 50 points

## LESSON 6: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION WRAP-UP

### Review: Paragraphs: Description and Classification/Division

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### Test (CS): Paragraphs: Description and Classification/Division

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### Test (TS): Paragraphs: Description and Classification/Division

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## LESSON 7: DIAGNOSTIC

### Diagnostic: Paragraphs: Description and Classification/Division

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## UNIT 6: ESSAYS: PERSONAL WRITING

### LESSON 1: COMPOSITION: WRITING PERSONAL ESSAYS

#### Study: Writing Personal Essays

Understand the unique challenges of different forms of personal writing.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of personal writing.

Duration: 0 hrs 20 mins Scoring: 10 points

#### Study: Practice Writing Personal Essays

Practice strategies for developing a personal essay.

Duration: 0 hrs 40 mins

### LESSON 2: GRAMMAR: PRONOUNS

#### Study: Pronouns

Practice control of pronoun-antecedent agreement, pronoun reference, and pronoun case.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of pronouns.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 3: STYLE: APPROPRIATE LANGUAGE

#### Study: Appropriate Language

Learn to control jargon, pretentious language, slang, and other forms of language that have the potential to offend or exclude.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of appropriate language.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 4: MEDIA: FILM STUDIES

#### Study: Film Studies

Learn about the way in which film is constructed as a media text; discuss mise-en-scène, cinematography, and editing.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 5: WRITING PRACTICE**

### **Practice: Submit Your Composition**

Write and submit a personal essay.

Duration: 1 hr 30 mins Scoring: 100 points

## **LESSON 6: ESSAYS: PERSONAL WRITING WRAP-UP**

### **Review: Essays: Personal Writing**

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### **Test (CS): Essays: Personal Writing**

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): Essays: Personal Writing**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 7: DIAGNOSTIC**

### **Diagnostic: Essays: Personal Writing**

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## **UNIT 7: ESSAYS: COMPARE-AND-CONTRAST**

### **LESSON 1: COMPOSITION: COMPARE-AND-CONTRAST ESSAYS**

#### **Study: Writing Compare-and-Contrast Essays**

Learn different ways of organizing compare-and-contrast essays.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of the structure of compare-and-contrast writing.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Practice Writing Compare-and-Contrast Essays**

Practice developing paragraphs in a compare-and-contrast essay.

Duration: 0 hrs 40 mins

### **LESSON 2: GRAMMAR: ADJECTIVES AND ADVERBS**

#### **Study: Adjectives and Adverbs**

Use adverbs and adjectives wisely and well; navigate superlatives, comparatives, and double negatives.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of adjectives and adverbs.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 3: STYLE: SENTENCE EMPHASIS AND VARIETY**

#### **Study: Sentence Emphasis and Variety**



Learn about coordinating and subordinating ideas and to eliminate choppy sentences from your writing.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of sentence emphasis and variety.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 4: MEDIA: TELEVISION STUDIES**

### **Study: Television Studies**

Investigate the relevance and importance of television studies and its capacity for social critique, and explore television genres; address similarities with film studies.

Duration: 0 hrs 40 mins

### **Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 5: WRITING PRACTICE**

### **Practice: Submit Your Composition**

Write and submit a compare-and-contrast essay.

Duration: 1 hr 30 mins Scoring: 100 points

## **LESSON 6: ESSAYS: COMPARE-AND-CONTRAST WRAP-UP**

### **Review: Essays: Compare-and-Contrast**

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### **Test (CS): Essays: Compare-and-Contrast**

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): Essays: Compare-and-Contrast**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 7: DIAGNOSTIC**

### **Diagnostic: Essays: Compare-and-Contrast**

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## **UNIT 8: ESSAYS: PERSUASIVE WRITING**

### **LESSON 1: COMPOSITION: PERSUASIVE WRITING ESSAYS**

#### **Study: Writing Persuasive Essays**

Learn about the hallmarks of effective persuasive writing.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of persuasive writing.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Practice Writing Persuasive Essays**

Practice techniques for persuasive writing; learn to develop a persuasive essay.

Duration: 0 hrs 40 mins

## LESSON 2: GRAMMAR: MODIFIERS

### Study: Modifiers

Troubleshoot issues with modifiers, such as misplaced phrases and clauses, awkwardly placed modifiers, dangling modifiers, and split infinitives.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of modifiers.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 3: STYLE: FIGURATIVE LANGUAGE

### Study: Figurative Language

Learn to adopt originality in figurative language and to avoid clichés.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of figurative language.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 4: MEDIA: MEDIA AND IDENTITY

### Study: Media and Identity

Consider the impact of media on social identity, discuss minority representation in popular media, and look at logic, common fallacies, and glaring generalities.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 5: WRITING PRACTICE

### Practice: Submit Your Composition

Write and submit a persuasive essay.

Duration: 1 hr 30 mins Scoring: 100 points

## LESSON 6: ESSAYS: PERSUASIVE WRITING WRAP-UP

### Review: Essays: Persuasive Writing

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### Test (CS): Essays: Persuasive Writing

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### Test (TS): Essays: Persuasive Writing

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## LESSON 7: DIAGNOSTIC

### Diagnostic: Essays: Persuasive Writing

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## UNIT 9: ESSAYS: WRITING ABOUT LITERATURE

## LESSON 1: COMPOSITION: WRITING ESSAYS ABOUT LITERATURE

### Study: Responding to Literature Prompts

Learn question/prompt analysis techniques, as well as tried-and-true methods for writing thesis and topic-sentence architecture on literature-based essay questions.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of how to respond to literature-based prompts.

Duration: 0 hrs 20 mins Scoring: 10 points

### Study: Structuring and Developing a Literary Analysis

Practice paragraph development and sustained analysis of a literary passage; review techniques for summarizing and paraphrasing literature.

Duration: 0 hrs 40 mins

## LESSON 2: GRAMMAR: RUN-ONS AND FRAGMENTS

### Study: Run-Ons and Fragments

Identify run-ons and fragments; correct errors in sentence construction.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of run-ons and fragments.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 3: STYLE: DENOTATIVE AND CONNOTATIVE LANGUAGE

### Study: Denotative and Connotative Language

Learn to compress meaning through connotative language; use an online dictionary and thesaurus to improve diction and style.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of denotative and connotative language.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 4: MEDIA: NEW MEDIA

### Study: New Media

Discuss the online-media revolution, digital media like video games, and the accessibility of new media forms.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 5: WRITING PRACTICE

### Practice: Submit Your Composition

Write and submit an essay about a work of literature.

Duration: 1 hr 30 mins Scoring: 100 points

## LESSON 6: ESSAYS: WRITING ABOUT LITERATURE WRAP-UP

### Review: Essays: Writing about Literature

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### Test (CS): Essays: Writing About Literature

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### **Test (TS): Essays: Writing about Literature**

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## **LESSON 7: DIAGNOSTIC**

### **Diagnostic: Essays: Writing about Literature**

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## **UNIT 10: WRITING IN THE WORKPLACE**

### **LESSON 1: COMPOSITION: LETTERS AND MEMOS**

#### **Study: Writing a Business Letter and Memo**

Learn formats for different types of business correspondence.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of business correspondence.

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Using E-mail in a Business Environment**

Examine the role of e-mail in the workplace; practice effective and appropriate written communication using e-mail.

Duration: 0 hrs 40 mins

### **LESSON 2: GRAMMAR: MECHANICS**

#### **Study: Mechanics**

Review and hone your skills with regard to spelling, capitalization, abbreviation, and italics.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of punctuation and mechanics.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 3: STYLE: TONE, FORMALITY, AND INFORMALITY**

#### **Study: Tone, Formality, and Informality**

Learn to manage tone and adopt appropriate levels of formality in your writing.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of tone, formality, and informality.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 4: MEDIA: MEDIA IN THE CLASSROOM**

#### **Study: Media in the Classroom**

Discuss how to use media in your work, where to access media, and how to produce and publish your own media.

Duration: 0 hrs 40 mins

#### **Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 5: WRITING PRACTICE**

#### **Practice: Submit Your Composition**

Write and submit an example of business correspondence.

Duration: 1 hr 30 mins Scoring: 100 points

## LESSON 6: WRITING IN THE WORKPLACE WRAP-UP

### Review: Writing in the Workplace

Review course content in preparation for your test.

Duration: 0 hrs 30 mins

### Test (CS): Writing in the Workplace

Answer computer-scored questions to assess your understanding of unit content.

Duration: 0 hrs 30 mins Scoring: 20 points

### Test (TS): Writing in the Workplace

Answer teacher-scored questions to assess your understanding of unit content.

Duration: 0 hrs 45 mins Scoring: 50 points

## LESSON 7: DIAGNOSTIC

### Diagnostic: Writing in the Workplace

Prepare for the unit tests using this multiple-choice study aid with links to content.

Duration: 0 hrs 30 mins Scoring: 30 points

## UNIT 11: FINAL REVIEW AND EXAM

### LESSON 1: REVIEW AND TAKE THE EXAM

#### Review: Writing Skills and Strategies Review

Prepare for the semester exam by reviewing key concepts covered in Writing Skills and Strategies.

Duration: 1 hr

#### Exam: Summative Exam

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in Writing Skills and Strategies.

Duration: 0 hrs 30 mins Scoring: 50 points

#### Final Exam: Summative Exam

Take a teacher-scored exam to demonstrate your mastery of concepts and skills covered in Writing Skills and Strategies.

Duration: 1 hr Scoring: 150 points