



The Writing Process

Why Write? 1

USING THE WRITING PROCESS

Understanding the Writing Process 3

Becoming a Writer 4

The Steps in the Writing Process 5

The Process in Action 6

Working with the Traits 8

One Writer's Process 9

Previewing the Goals 10

Prewriting Selecting a Topic 11

Gathering and Organizing Details

Writing Completing Your First Draft 12

Revising Improving Your Writing 14

Using a Peer Response 15

Editing Checking for Conventions 16

STUDENT MODEL "Pinching for Fun" 17

Assessing the Final Copy 19

Reflecting on Your Writing 20

Understanding the Traits of Writing 21

Introducing the Traits 22

■ **Ideas** 23

■ **Organization** 25

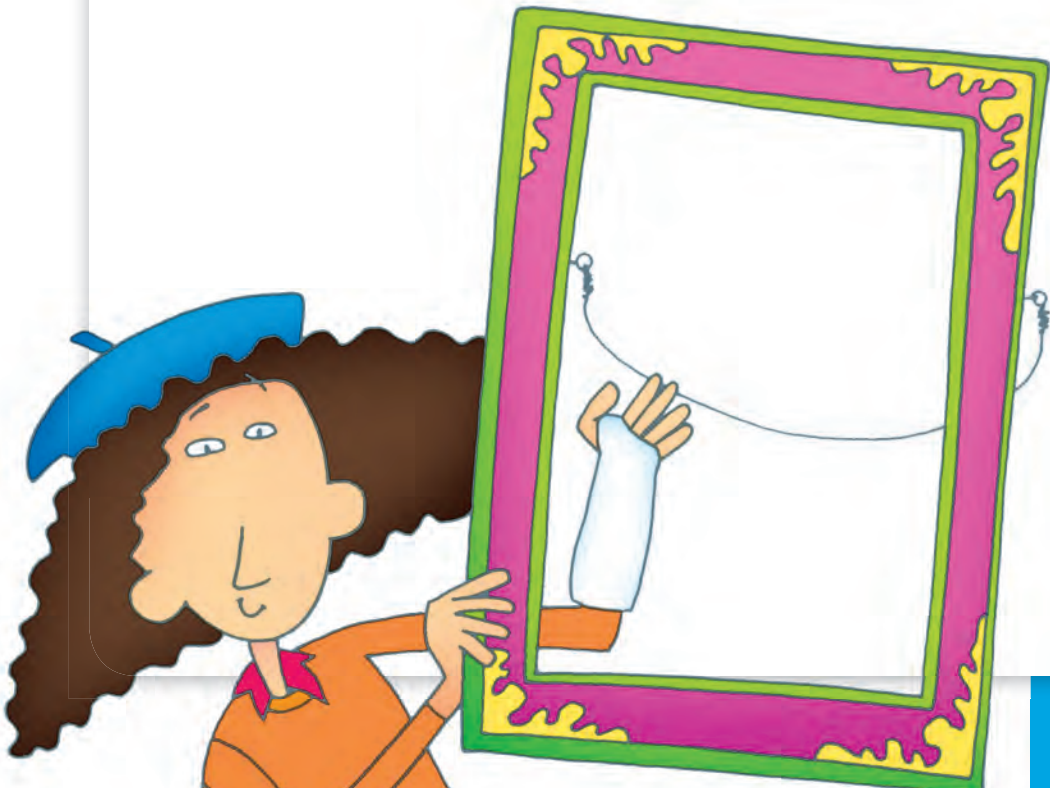
■ **Voice** 27

■ **Word Choice** 28

■ **Sentence Fluency** 29

■ **Conventions** 30

Using a Rubric	31
Understanding Rubrics	32
Reading a Rubric	33
Assessing with a Rubric	34
Reviewing an Assessment	36
Assessing a Narrative	38
Peer Responding	39
Peer-Responding Guidelines	40
Making Helpful Responses	41
Peer Response Sheet	42
Publishing and Portfolios	43
Designing Your Writing	44
STUDENT MODEL “Seeing the Windy City”	45
Types of Portfolios	47
Parts of a Portfolio	48
Sample Portfolio Reflections	49

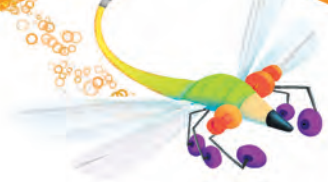




The Forms of Writing

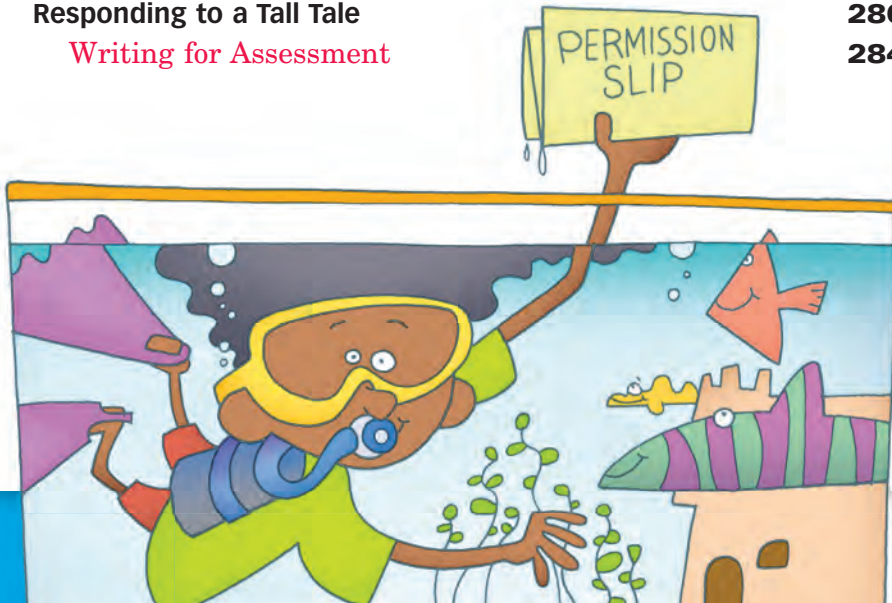
DESCRIPTIVE WRITING

Writing a Descriptive Paragraph	51
<u>STUDENT MODEL</u> “Backyard Buffet”	52
Describing a Place	55
<u>STUDENT MODEL</u> “Little Cabin in the Woods”	56
Prewriting	58
Writing	60
Revising	62
Editing	62
Writing Across the Curriculum	63
Social Studies: Describing a Historical Landmark	64
<u>STUDENT MODEL</u> “Plymouth Rock”	64
Science: Describing a Plant	66
<u>STUDENT MODEL</u> “The Texas State Flower”	66
Writing for Assessment	68



RESPONSE TO LITERATURE

Writing a Response Paragraph	241
<u>STUDENT MODEL</u> “ <i>Little House on the Prairie</i> ”	242
Writing a Book Review	245
<u>STUDENT MODEL</u> “ <i>How to Eat Fried Worms</i> ”	246
Prewriting	248
Writing	251
Revising	255
Editing	256
Reflecting on Your Writing	257
Additional Ideas for Book Reviews	258
Writing in a Response Journal	259
Additional Questions for Responding	260
Other Forms of Responding.	261
Responding to a Biography	262
Writing for Assessment	266
Responding to a Poem	268
Writing for Assessment	272
Responding to a Nonfiction Article	274
Writing for Assessment	278
Responding to a Tall Tale	280
Writing for Assessment	284



CREATIVE WRITING

Writing Stories	287
<u>STUDENT MODEL</u> “A Messy Lesson”	288
Prewriting	
Selecting a Topic and a Problem	290
Creating a Plot	291
Writing	292
Revising	293
Editing	293
Creating a Fantasy	294
Creating a Play	295
Story Patterns	296
Elements of Fiction	297
Writing Poems	299
<u>STUDENT MODEL</u> “Grandpa Mac”	300
Prewriting	
Selecting a Topic and Gathering Details	301
Using Poetry Techniques	302
Writing	302
Revising	303
Editing	303
Publishing	303
Writing a “Where I’m From” Poem	304
<u>STUDENT MODEL</u> “Aleshia”	304
Writing Rhymed Poetry (Split Couplet)	305
<u>STUDENT MODEL</u> “Maira”	305
Using Special Poetry Techniques:	
<i>Figures of Speech and Sounds of Poetry</i>	306



RESEARCH WRITING

Building Research Skills	309
Gathering and Evaluating Information	310
Researching on the Internet	311
Using the Library	312
Using Reference Materials	317
Writing a Summary Paragraph	321
<u>STUDENT MODEL</u> “Native American Inventions”	322
Writing a Research Report	325
<u>STUDENT MODEL</u> “A Vision of Safety”	326
Prewriting	
Selecting and Sizing Up Your Topic	330
Using a Gathering Grid and Note Cards	332
Keeping Track of Your Sources	334
Organizing Ideas and Writing Your Thesis Statement	335
Making an Outline	336
Writing	
Starting Your Research Report	338
Developing the Middle Part	339
Avoiding Plagiarism and Citing Sources	340
Ending Your Report	341
Creating Your Works-Cited Page	342
Revising	
Improving Your Ideas	344
Improving Your Organization	345
Editing	347
Publishing	
Presentation: Designing and Sharing Your Report	349
Developing Multimedia Presentations	351

The Tools of Learning

SPEAKING TO LEARN

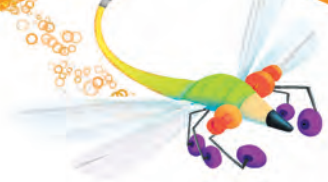
Listening and Speaking	357
Listening in Class	358
Participating in a Group	359
Speaking in Class	360
Giving Speeches	361
Preparing Your Speech	362
Organizing a How-To Speech	364
Giving Your Speech	365

WRITING TO LEARN

Keeping Journals and Learning Logs	367
Keeping a Personal Journal	368
Writing in Other Journals	370
Writing in a Learning Log	371
Writing-to-Learn Activities	373
Taking Notes	375
Taking Classroom Notes	376
Taking Reading Notes	378

CLASSROOM SKILLS

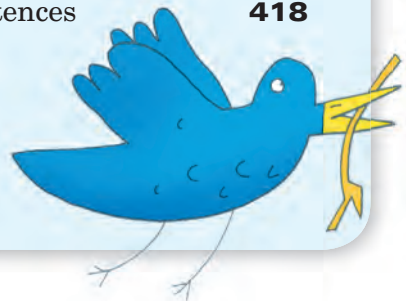
Improving Viewing Skills	381
Watching the News and Television Specials	382
Checking What You Watch	384
Being Aware of Commercials	385
Viewing Web Sites	386
Taking Classroom Tests	387
Preparing for a Test	388
Taking Objective Tests	390
Responding to Writing Prompts	392



Basic Grammar and Writing

WORKING WITH WORDS

Using Nouns	396
Kinds and Number of Nouns	396
Gender of Nouns and Possessive Nouns	397
Include Specific Nouns and Make Comparisons	398
Using Pronouns	400
Personal Pronouns, Person and Number, and Subject and Object Pronouns	400
Check the Number and Gender	402
Choosing Verbs	404
Action Verbs and Linking and Helping Verbs	404
Tenses of Verbs	406
Number of a Verb and Subject-Verb Agreement	407
Irregular Verbs	408
Share the Right Feeling	410
Describing with Adjectives	411
Placement of Adjectives	411
Forms of Adjectives	412
Combining with Adjectives	413
Describing with Adverbs	414
Combine Sentences and Modify Verbs	415
Connecting with Prepositions	416
Connecting with Conjunctions	417
Add Information and Connect Short Sentences	418



BUILDING EFFECTIVE SENTENCES

Writing Complete Sentences 420
 Simple Subjects and Predicates 421
 Compound Subjects and Predicates 422
 Complete Subjects and Predicates 423

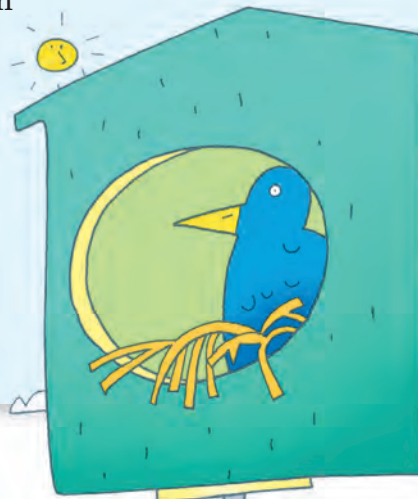
Fixing Sentence Problems 424
 Avoid Sentence Fragments 424
 Check for Run-On Sentences 425
 Watch for Subject-Verb Agreement 426

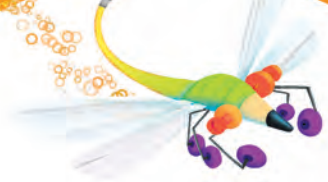
Improving Sentence Style 428
 Try Different Kinds and Types of Sentences 429
 Combine Short Sentences 433
 Expand Sentences with Prepositional Phrases 436
 Model Sentences 437

Preparing for Tests 438

WRITING PARAGRAPHS

Writing Paragraphs 439
 The Parts of a Paragraph 440
STUDENT MODEL “The Mystery of King Tut” 440
 Writing Strong Topic Sentences 442
 Using Details 443
 Organizing Your Paragraph 444
 Time Order 444
 Order of Location 444
 Order of Importance 445
 Logical Order 445
 Writing Guidelines 446
 Test Prep for Paragraphs 448
STUDENT MODEL “Earth Day Anniversary” 449





A Writer's Resource

Selecting Ideas

How can I find a good topic to write about? 452

Try a Topic-Selecting Strategy 452

What else can I do to get started? 453

Use a List of Writing Topics 453

How can I collect details for my writing? 454

Try Graphic Organizers 454

Improving Organization

How can I organize my details effectively? 456

Put Ideas in Order 456

Build a Topic Outline 457

How can I write strong topic sentences? 458

Try a Special Strategy 458

What forms can I use for my writing? 459

Try These Forms of Writing 459

Discovering Your Writing Voice

How can I create an effective voice? 460

Make Your Voice Fit Your Purpose 460



Building Word Choice*How can I spice up my writing style?* 462

Use Some Writing Techniques 462

How can I learn to talk about my writing? 463

Study Some Writing Terms 463

How can I increase my vocabulary skills? 464

Try Vocabulary-Building Techniques 464

Improving Sentence Fluency*How can I write better sentences?* 470

Study Sentence Patterns 470

Practice Sentence Diagramming 471

How can I connect my ideas? 472

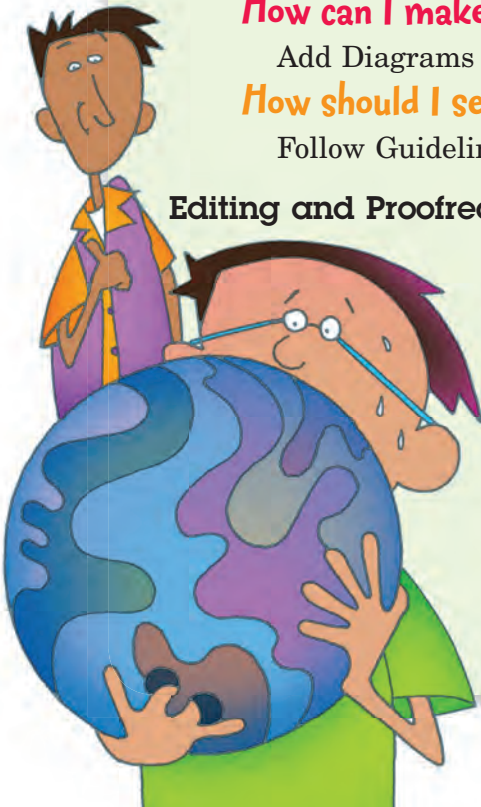
Use Transitions 472

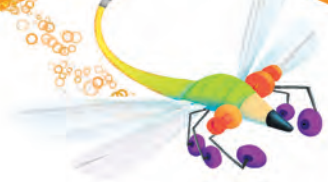
Boosting Your Presentation*How can I make my final copy look better?* 474

Add Diagrams and Graphs 474

How should I set up my practical writing? 476

Follow Guidelines for Letters 476

Editing and Proofreading Marks 477



Proofreader's Guide

Marking Punctuation	479
Periods	479
Question Marks, Exclamation Points	480
Commas	482
Apostrophes	490
Quotation Marks	494
Hyphens	496
Colons	498
Semicolons, Ellipses	500
Italics and Underlining	502
Dashes, Parentheses	504
Editing for Mechanics	508
Capitalization	508
Plurals	516
Abbreviations	520
Numbers	524
Improving Spelling	528
Rules for Spelling	528
Spelling List	532
Using the Right Word	536
Understanding Sentences	560
Using the Parts of Speech	570
Nouns	570
Pronouns	576
Verbs	582
Adjectives	590
Adverbs	594
Prepositions	598
Conjunctions	600
Interjections	602

Test Prep!

The “Proofreader’s Guide” includes test-prep pages to help you study for tests on punctuation, mechanics, usage, sentences, and the parts of speech.