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.

This course is built to state standards and informed by the National Council of Teachers of English (NCTE) standards.

Length: One semester

UNIT 1: INTRODUCTION TO WRITING STRATEGIES

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: 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.
**LESSON 4: INTRODUCTION TO WRITING STRATEGIES WRAP-UP**

**Test (CS): Introduction to Writing Strategies**
Answer computer-scored questions to assess your understanding of unit content.
Duration: 0 hrs 30 mins Scoring: 20 points

**Test (TS): Introduction to Writing Strategies**
Answer teacher-scored questions to assess your understanding of unit content.
Duration: 0 hrs 45 mins Scoring: 50 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.
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

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

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

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

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.
Quiz: Assess Your Understanding
Take a quiz to assess your understanding of sentence emphasis and variety.
Duration: 0 hrs 40 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

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

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

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

**UNIT 11: FINAL REVIEW AND EXAM**

**LESSON 1: REVIEW AND TAKE THE EXAM**

**Review: Review**
Prepare for the semester exam by reviewing key concepts covered in this semester.

Duration: 1 hr

**Exam: Summative Exam**
Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in this semester.

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 this semester.

Duration: 1 hr Scoring: 150 points