

Practical Writing Skills 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
- Lesson 2: The Writing Process
- Lesson 3: Plagiarism
- Lesson 4: Introduction to Writing Strategies Wrap-Up

UNIT 2: THE BUILDING BLOCKS OF COMPOSITION

- Lesson 1: Punctuation
- Lesson 2: Sentence and Paragraph Essentials
- Lesson 3: Essay Essentials
- Lesson 4: The Building Blocks of Composition Wrap-Up

UNIT 3: PARAGRAPHS: EXAMPLE AND ILLUSTRATION

- Lesson 1: Composition: Example and Illustration Paragraphs
- Lesson 2: Grammar: Parts of Speech
- Lesson 3: Style: Making Language More Exact
- Lesson 4: Media: Text-Based Media
- Lesson 5: Writing Practice
- Lesson 6: Paragraphs: Example and Illustration Wrap-Up

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

- Lesson 1: Composition: Process and Cause-and-Effect Paragraphs
- Lesson 2: Grammar: Parts of Sentences
- Lesson 3: Style: Concision and Precision
- Lesson 4: Media: Journalism
- Lesson 5: Writing Practice
- Lesson 6: Paragraphs: Process and Cause-and-Effect Wrap-Up

UNIT 5: PARAGRAPHS: DESCRIPTION AND CLASSIFICATION/DIVISION

- Lesson 1: Composition: Description and Classification/Division Paragraphs
- Lesson 2: Grammar: Verbs
- Lesson 3: Style: Parallelism in Sentence Style
- Lesson 4: Media: Art and the Media
- Lesson 5: Writing Practice

- Lesson 6: Paragraphs: Description and Classification/Division Wrap-Up

UNIT 6: ESSAYS: PERSONAL WRITING

- Lesson 1: Composition: Writing Personal Essays
- Lesson 2: Grammar: Pronouns
- Lesson 3: Style: Appropriate Language
- Lesson 4: Media: Film Studies
- Lesson 5: Writing Practice
- Lesson 6: Essays: Personal Writing Wrap-Up

UNIT 7: ESSAYS: COMPARE-AND-CONTRAST

- Lesson 1: Composition: Compare-and-Contrast Essays
- Lesson 2: Grammar: Adjectives and Adverbs
- Lesson 3: Style: Sentence Emphasis and Variety
- Lesson 4: Media: Television Studies
- Lesson 5: Writing Practice
- Lesson 6: Essays: Compare-and-Contrast Wrap-Up

UNIT 8: ESSAYS: PERSUASIVE WRITING

- Lesson 1: Composition: Persuasive Writing Essays
- Lesson 2: Grammar: Modifiers
- Lesson 3: Style: Figurative Language
- Lesson 4: Media: Media and Identity
- Lesson 5: Writing Practice
- Lesson 6: Essays: Persuasive Writing Wrap-Up

UNIT 9: ESSAYS: WRITING ABOUT LITERATURE

- Lesson 1: Composition: Writing Essays about Literature
- Lesson 2: Grammar: Run-Ons and Fragments
- Lesson 3: Style: Denotative and Connotative Language
- Lesson 4: Media: New Media
- Lesson 5: Writing Practice
- Lesson 6: Essays: Writing about Literature Wrap-Up

UNIT 10: WRITING IN THE WORKPLACE

- Lesson 1: Composition: Letters and Memos
- Lesson 2: Grammar: Mechanics
- Lesson 3: Style: Tone, Formality, and Informality
- Lesson 4: Media: Media in the Classroom
- Lesson 5: Writing Practice
- Lesson 6: Writing in the Workplace Wrap-Up

UNIT 11: FINAL REVIEW AND EXAM

- Lesson 1: Review and Take the Exam