

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

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### LESSON 1: COURSE ORIENTATION

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

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

*Duration: 0 hr 40 min*

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### 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 hr 40 min*

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

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

*Duration: 0 hr 20*

*min Scoring: 10 points*

#### **Study: Drafting**

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

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*Duration: 0 hr 40 min*

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

Take a Quiz to check your understanding of the drafting process

*Duration: 0 hr 20*

*min 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 hr 40 min*

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

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

*Duration: 0 hr 20 min Scoring: 10 points*

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## **LESSON 3: AVOIDING PLAGIARISM**

### **Study: Plagiarism**

Practice techniques for avoiding plagiarism.

*Duration: 0 hr 40 min*

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

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

*Duration:*

*0 hr 20 min Scoring: 10 points*

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

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

Review course content in preparation for your test.

*Duration: 0 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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## 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 hr 30 min Scoring: 25 points*

## UNIT 2: THE BUILDING BLOCKS OF COMPOSITION

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### LESSON 1: PUNCTUATION

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

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

*Duration: 0 hr 40 min*

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

Take a quiz to check your understanding of punctuation essentials.

*Duration: 0 hr 20*

*min Scoring: 10 points*

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

Further explore punctuation in writing to ensure clarity of meaning.

*Duration: 0 hr 40 min*

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

Take a Quiz to check your understanding of punctuation essentials

*Duration: 0 hr 20*

*min Scoring: 10 points*

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### 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 hr 40 min*

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

Take a quiz to check your understanding of paragraph essentials.

*Duration: 0 hr 20*

*min Scoring: 10 points*

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## LESSON 3: ESSAY ESSENTIALS

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

Learn about the basic structure of an essay.

*Duration: 0 hr 40 min*

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

Learn about essay development and support.

*Duration: 0 hr 40 min*

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

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

*Duration: 0 hr 20 min Scoring: 10 points*

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## 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 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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## 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 hr 30 min Scoring: 20 points*

## UNIT 3: PARAGRAPHS: EXAMPLE AND ILLUSTRATION

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

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**Study: Writing Example Paragraphs**

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

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration:*

*0 hr 20 min Scoring: 10 points*

**Study: Writing Illustration Paragraphs**

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

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr 20 min Scoring: 10 points*

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr 20 min*

*Scoring: 10 points*

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr 20 min Scoring: 10 points*

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## 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 hr 40 min*

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

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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## LESSON 5: WRITING PRACTICE

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

Write and submit an example or illustration paragraph.

*Duration: 1 hr Scoring: 50 points*

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

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

Review course content in preparation for your test.

*Duration: 0 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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## LESSON 7: DIAGNOSTIC

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

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

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Duration: 0 hr 30 min Scoring: 30 points

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

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### 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 hr 40 min

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

Take a quiz to check your understanding of process paragraphs.

Duration: 0 hr 20

min Scoring: 10 points

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

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

Duration: 0 hr 40 min

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

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

Duration: 0 hr 20 min Scoring: 10 points

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### LESSON 2: GRAMMAR: PARTS OF SENTENCES

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

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

Duration: 0 hr 40 min

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

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

Duration: 0 hr 20

min Scoring: 10 points

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### LESSON 3: STYLE: CONCISION AND PRECISION

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

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

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr*

*20 min Scoring: 10 points*

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**LESSON 4: MEDIA: JOURNALISM**

**Study: Media: Journalism**

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

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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**LESSON 5: WRITING PRACTICE**

**Practice: Submit Your Composition**

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

*Duration: 1 hr Scoring:*

*50 points*

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**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 hr*

*30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

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Duration: 0 hr 45 min Scoring: 50 points

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## 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.

Duration: 0 hr 30 min Scoring: 30 points

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

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

#### **Study: Writing Description Paragraphs**

Improve your ability to write effective descriptions.

Duration: 0 hr 40 min

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

Take a quiz to assess your understanding of description paragraphs.

Duration: 0 hr

20 min 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 hr 40 min

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

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

Duration: 0 hr 20 min Scoring: 10 points

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### 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 hr 40 min

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

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

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*Duration: 0 hr 20 min Scoring: 10 points*

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### 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 hr 40 min*

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

Take a quiz to assess your understanding of parallelism.

*Duration: 0 hr 20 min*

*Scoring: 10 points*

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### 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 hr 40 min*

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

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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### LESSON 5: WRITING PRACTICE

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

Write and submit a description or classification/division paragraph.

*Duration: 1 hr*

*Scoring: 50 points*

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### 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 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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## **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 hr 30 min Scoring: 30 points*

## **UNIT 6: ESSAYS: PERSONAL WRITING**

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

#### **Study: Writing Personal Essays**

Understand the unique challenges of different forms of personal writing.

*Duration: 0 hr*

*40 min*

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

Take a quiz to assess your understanding of personal writing.

*Duration: 0 hr 20 min*

*Scoring: 10 points*

#### **Study: Practice Writing Personal Essays**

Practice strategies for developing a personal essay.

*Duration: 0 hr 40 min*

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### **LESSON 2: GRAMMAR: PRONOUNS**

#### **Study: Pronouns**

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

*Duration: 0*

*hr 40 min*

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

Take a quiz to assess your understanding of pronouns.

*Duration: 0 hr 20 min*

*Scoring: 10 points*

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## **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 hr 40 min*

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

Take a quiz to assess your understanding of appropriate language.

*Duration: 0 hr 20*

*min Scoring: 10 points*

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## **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 hr 40 min*

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

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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## **LESSON 5: WRITING PRACTICE**

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

Write and submit a personal essay.

*Duration: 1 hr 30 min Scoring: 100 points*

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

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

Review course content in preparation for your test.

*Duration: 0 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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**LESSON 7: DIAGNOSTIC****Diagnostic: Essays: Personal Writing**

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

*Duration: 0 hr 30 min Scoring: 30 points*

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

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**LESSON 1: COMPOSITION: COMPARE-AND-CONTRAST ESSAYS****Study: Writing Compare-and-Contrast Essays**

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

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr 20 min Scoring: 10 points*

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

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

*Duration: 0 hr 40 min*

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**LESSON 2: GRAMMAR: ADJECTIVES AND ADVERBS****Study: Adjectives and Adverbs**

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

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*Duration: 0 hr 40 min*

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

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

*Duration: 0 hr*

*20 min Scoring: 10 points*

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## **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 hr 40 min*

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

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

*Duration: 0 hr 20 min Scoring: 10 points*

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## **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 hr 40 min*

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

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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## **LESSON 5: WRITING PRACTICE**

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

Write and submit a compare-and-contrast essay.

*Duration: 1 hr 30 min Scoring:*

*100 points*

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

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

Review course content in preparation for your test.

*Duration: 0 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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**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 hr 30 min Scoring: 30 points*

**UNIT 8: ESSAYS: PERSUASIVE WRITING**

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**LESSON 1: COMPOSITION: PERSUASIVE WRITING ESSAYS****Study: Writing Persuasive Essays**

Learn about the hallmarks of effective persuasive writing.

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of persuasive writing.

*Duration: 0 hr 20*

*min Scoring: 10 points*

**Study: Practice Writing Persuasive Essays**

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

*Duration: 0 hr 40 min*

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of modifiers.

*Duration: 0 hr 20 min*

*Scoring: 10 points*

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**LESSON 3: STYLE: FIGURATIVE LANGUAGE****Study: Figurative Language**

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

*Duration: 0 hr 40 min*

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of figurative language.

*Duration: 0 hr 20*

*min Scoring: 10 points*

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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**LESSON 5: WRITING PRACTICE****Practice: Submit Your Composition**

Write and submit a persuasive essay.

*Duration: 1 hr 30 min Scoring: 100 points*

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



**Review: Essays: Persuasive Writing**

Review course content in preparation for your test.

*Duration: 0 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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**LESSON 7: DIAGNOSTIC****Diagnostic: Essays: Persuasive Writing**

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

*Duration: 0 hr 30 min Scoring: 30 points*

**UNIT 9: ESSAYS: WRITING ABOUT LITERATURE**

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr 20 min 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 hr 40 min*

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

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**Study: Run-Ons and Fragments**

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

*Duration: 0 hr*

*40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr*

*20 min Scoring: 10 points*

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

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

*Duration: 0 hr 20 min Scoring: 10 points*

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**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 hr 40 min*

**Quiz: Assess Your Understanding**

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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**LESSON 5: WRITING PRACTICE****Practice: Submit Your Composition**

Write and submit an essay about a work of literature.

*Duration: 1 hr 30 min*

*Scoring: 100 points*

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

### **Review: Essays: Writing about Literature**

Review course content in preparation for your test.

*Duration: 0 hr 30 min*

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

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

*Duration: 0 hr 30 min Scoring: 20 points*

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

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

*Duration: 0 hr 45 min Scoring: 50 points*

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## 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 hr 30 min Scoring: 30 points*

## UNIT 10: WRITING IN THE WORKPLACE

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### LESSON 1: COMPOSITION: LETTERS AND MEMOS

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

Learn formats for different types of business correspondence.

*Duration: 0*

*hr 40 min*

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

Take a quiz to assess your understanding of business correspondence.

*Duration: 0*

*hr 20 min 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 hr 40 min*

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## LESSON 2: GRAMMAR: MECHANICS

### Study: Mechanics

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

*Duration:*

*0 hr 40 min*

### Quiz: Assess Your Understanding

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

*Duration:*

*0 hr 20 min Scoring: 10 points*

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## 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 hr 40 min*

### Quiz: Assess Your Understanding

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

*Duration: 0 hr 20 min Scoring: 10 points*

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## 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 hr 40 min*

### Quiz: Assess Your Understanding

Take a quiz to assess your media literacy.

*Duration: 0 hr 20 min Scoring: 10 points*

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## LESSON 5: WRITING PRACTICE

### Practice: Submit Your Composition

Write and submit an example of business correspondence.

*Duration: 1 hr 30 min*

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Scoring: 100 points

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

### Review: Writing in the Workplace

Review course content in preparation for your test.

Duration: 0 hr 30 min

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

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

Duration: 0 hr 30 min Scoring: 20 points

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

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

Duration: 0 hr 45 min Scoring: 50 points

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## 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 hr 30 min Scoring: 30 points

## UNIT 11: FINAL REVIEW AND EXAM

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### 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 hr 30 min Scoring: 50 points

#### Final Exam: Summative Exam

Take a teacher-scored exam to demonstrate your mastery of concepts and skills covered

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Core > Writing Skills and Strategies

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in Writing Skills and Strategies.

*Duration: 1 hr Scoring: 150 points*