



Writing Workbook

ABE Academy II, Session 2
The Struggling Writer: Writing for Real-
Life
Far West GREAT Center

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The Twelve Most Frequent Errors in Grammar and Punctuation

Error	Example
Fragment (Ex. Considering the theme of imprisonment in Atwood's <i>Life Before Man</i> .)	
Comma Splice (Ex. Joey went to the grocery store, he needed to buy eggs for supper.)	
Comma Missing Between Independent Clauses (Ex. Perhaps no budget is without some fat but university officials argue that their unique function requires special standards of evaluation.)	
Comma Missing After Introductory Clause or (in Some Cases) Phrase (Ex. When it comes to eating people differ in their tastes.)	
Misuse of Semicolon or Colon (Ex. Some people write with a word processor others write with a pen or pencil. Because cows smell; they offend me.)	
Comma Missing to Set Off Interrupter (Ex. I wake up early even on the weekends for a walk.)	
Comma Missing with Nonrestrictive Clause or Comma Inserted with Restrictive Clause (Ex. Professor Villa who used to be a secretary for the President can type 132 words a minute.)	
Apostrophe Error (Ex. Its uncertain who's borders their contesting.)	
Quotation Error (Ex. Look out for the truck! John shouted. You're in the wrong lane.)	
Unparallel Structure (Ex. Many people consider it impossible for us to comprehend these things and that they are unimportant anyway.)	
Number Shift (Ex. Aunt Hilda, as well as her pet dachshund, are coming to the party.)	
Misplaced Modifier (Ex. The professor posted the notes for the students covered in class.)	

Women and Heart Attacks

Women account for nearly half of all heart attack deaths. There is differences in how women and men respond to a heart attack. Women are less likely than men to believe that their having a heart attack they are more likely to delay seeking emergency treatment. Further, women tends to be about 10 year older. When men have a first heart attack. They are more likely to have other conditions such as diabetes high blood pressure and congestive heart failure. Making it all the more vital that they get proper treatment fast. As with men women's most common heart attack symptom are chest pain or discomfort. However, women are somewhat more likely then men to experienceing some of the other symptoms such as shortness of breath; nausea/vomiting; or back or jaw pain.

Adapted from an American Heart Association Flyer

Writing Frame for Five Sentence Paragraph
Pattern 1-2-3-4-0

Topic: Three reasons I like or dislike going to the grocery store.

Topic Sentence	
Detail #1	
Detail #2	
Detail #3	
Concluding Sentence	

Writing Frame for Five Sentence Paragraph
Pattern 1-2-2-2-0

Topic: Chocolate

Topic Sentence	
Supporting Detail #1	
Supporting Detail #2	
Supporting Detail #3	
Concluding Sentence	

4

Real-World Writing - Instructions

How to Make a Peanut Butter and Jelly Sandwich

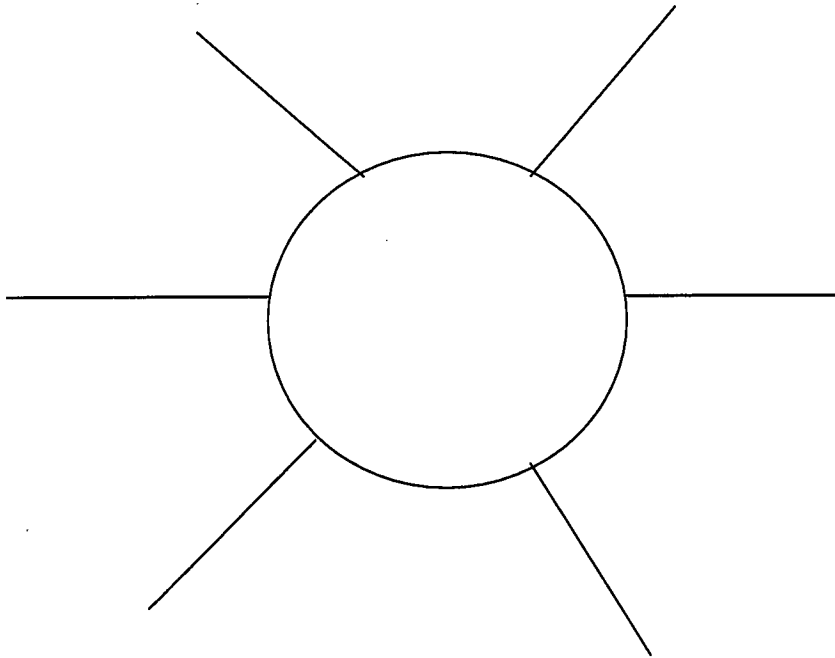
Back to the 1-2-3-4, etc. paragraph format!

POWERS for Writing

Topic: In order to supplement your income, due to high gas prices, you need to convince the local convenience store owner to hire you as a part-time clerk.

Pre-Writing

Graphic Organizer



My Ideas! (jot them down)

Organizing

Sample Organizational Activity

Put the following sentences in correct order to create a paragraph.

1. In fact, it is not the number of sentences that construct a paragraph, but it is the unity and coherence of ideas among those sentences that makes a paragraph a paragraph.
2. Length or appearance is **not** a factor in determining whether a section in a paper is a paragraph.
3. When the paragraph is complete, it should serve to bring the reader into your paper and guide his/her understanding of what has been read.
4. When most students think of a paragraph, they hold onto the old myths about length. A paragraph is at least five sentences or a paragraph is half a page.
5. A paragraph, however, is a group of sentences or a single sentence that forms a unit.
6. The five-paragraph essay is always the preferred choice for a completed composition.
7. As long as that sentence expresses the paper's central idea, that sentence can serve the function of a paragraph.
8. One of the central components of writing is the paragraph.
9. Whether that completion happens with one sentence or with twenty, the end result is still a paragraph.
10. Ultimately, strong paragraphs contain a sentence or sentences unified around one central, controlling idea.
11. For instance, in some styles of writing, a paragraph can be one sentence.

Correct Order

Try 100 Words

100 (or so) Word List					
carnival	dance	leaf	swallow	midnight	hill
scatter	bubble	bowl	rocket	morning	artichoke
tiger	green	starfish	red	bone	tornado
twirl	hammer	twist	submarine	narrow	stone
circle	cloud	lace	piano	music	doze
bellow	blue	violin	ring	sizzle	parade
umbrella	velvet	mirror	wolf	tongue	splash
sycamore	million	thunder	icicle	snap	water
thunder	stream	fish	time	elevator	finger
curl	shake	emerald	fire	flash	jigsaw
moon	purple	twist	apron	rush	streak
window	tremble	lightning	old	listen	spiral
lilac	ripple	paper	clang	burn	book
drum	door	cement	cinder	glass	gust
tangle	kiss	balloon	glitter	yellow	rain
poem	chant	light	sigh	snow	desert
wave	eye	string	pale	river	mind
wet	splinter	trumpet	sleep	dance	whirl
open	paint	whisper	money	bell	ribbon

My Editing Checklist

Name _____

Date _____

Title of My Writing _____

1. I read my writing myself to see if it made sense. _____
2. My writing is focused on one important idea or topic. _____
3. The title fits the piece and gets a reader interested. _____
4. My introduction attracts a reader's attention. _____
5. I replaced weak words (went, nice) with specific words. _____
6. I deleted unnecessary words by combining short sentences. _____
7. I deleted over used words (then, and, so). _____
8. I checked for correct punctuation. (. ? ! , " " ') _____
9. I checked for correct capitalization. _____
10. I indented or used a paragraph symbol () to begin a new paragraph. _____

Writing this piece was: hard work _____ not so hard _____ easy _____

Editing this piece was: hard work _____ not so hard _____ easy _____

Next time I would change:

Revising

Student response to a newspaper story.

I heard that some student from third grade found some stuff in his backpack, like a big knife, a rope and other dangerous instruments. I think that this problem should be punished by the authorities and his parents as well. Its a real problem in today's world. Now in this days, children are facing bad time, but I think that parents should have to be more stricter, giving clear rules and discipline. This third grader student should have a severe punishment, like no having any kind of liberty. In addition, the student could do some kind of social work, like painting walls, cleaning streets, or helping others. I believe that children are not having discipline in his home so parents should have to take action about this matter.

Complete the following chart regarding the above writing sample that you just read.

Overall Impression	
Strengths	
Areas for Improvement	

Sharing

In your group, brainstorm different ideas on how students can share their writing.

Write Your Own RAFTS Prompts

Role

Audience

Format

Topic

Strong Verb

Making the Connection with Real-Life Materials

Name _____ Date _____

Activity:

	TEXT COMMUNICATIONS	PURPOSE	WRITTEN
1. workplace	_____ _____	_____ _____	_____ _____
2. family	_____ _____	_____ _____	_____ _____
3. the U.S.	_____ _____	_____ _____	_____ _____
4. your city/town	_____ _____	_____ _____	_____ _____
5. public transportation	_____ _____	_____ _____	_____ _____
6. your children's school	_____ _____	_____ _____	_____ _____
7. financial institutions	_____ _____	_____ _____	_____ _____

Fun Email Quiz

Are you creating a positive, professional impression when you email your co-workers and customers? Or, is Miss Manners shrieking in horror every time you hit the send button? Are you being efficient and effective, or are you wasting time? To find out, take this fun quiz.

1. When writing an email message, paragraphs should:
 - a. Be long.
 - b. Be short.
 - c. Be indented.
 - d. Be invisible.

2. The best way to make several points in an email is:
 - a. Include all the points in one paragraph.
 - b. Include all the points in the last paragraph.
 - c. Use lists with bullets or numbers.
 - d. Hire an airplane pulling a banner with the information to fly over the office.

3. If you know the recipient is often in a hurry, the best way to send a supporting document is:
 - a. Put it directly in the body of the message.
 - b. Attach it as a separate document.
 - c. Type slowly.
 - d. Have it delivered by carrier pigeon.

4. When sending a message, you should copy ("cc"):
 - a. Everyone in the department.
 - b. Your boss and your boss' boss – so they know you're working hard.
 - c. Only those people who absolutely MUST know.
 - d. The whole world. Why not? Everyone else does.

5. When writing a Subject Line:
 - a. Use something general, such as "Greetings" or "Hello."
 - b. Be specific, but brief.
 - c. Use several sentences.
 - d. Say, "If you don't respond, I'll send Uncle Guido to break your knee caps."

6. How much space can typically be viewed in the Subject Line?
 - a. 25 – 35 characters.
 - b. 25 – 35 words.
 - c. 50 – 75 characters.
 - d. 50 – 75 words.

Score:

6 = You're perfect. (But, you knew that already.) Keep emailing!

4 - 5 = You're okay. Be a little more cautious, though. You may wish to review tips for email etiquette

2 - 3 = You could use some help. Review tips for email etiquette and practice!

1 = Ugh! Call me now! We'll schedule your intense therapy immediately.

Kelly J. Watkins, MBA. www.KeepCustomers.com

FTFOI:

Notes and Doodles