

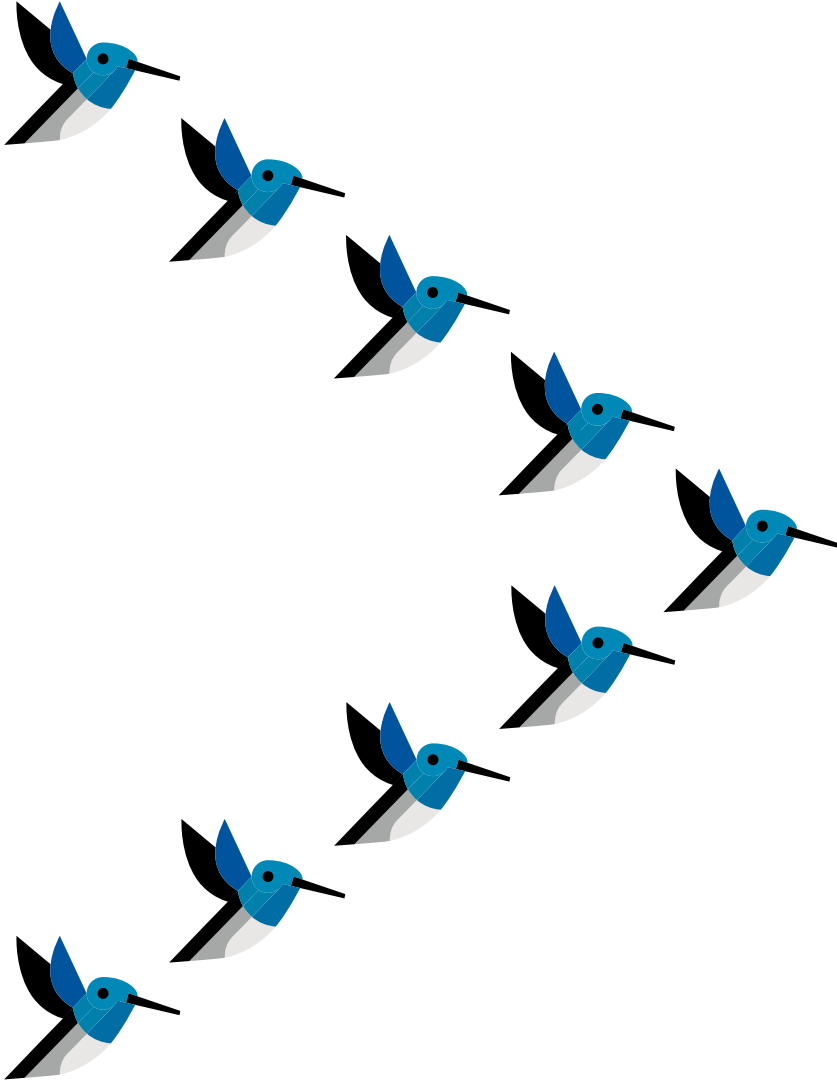


FIFTH EDITION

# READY TO WRITE **2**

PERFECTING PARAGRAPHS

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# Scope and Sequence

Chapter	Grammar for Writing	Writer's Tips	Writing Activities
<b>1</b> <b>GETTING ORGANIZED</b> <b>Learning Outcome:</b> Organize items on a list into groups	<ul style="list-style-type: none"> <li>Capitalization and punctuation</li> </ul>	<ul style="list-style-type: none"> <li>Organizing information into groups</li> <li>Identifying irrelevant information</li> </ul>	<ul style="list-style-type: none"> <li>Writing and organizing lists</li> <li>Organizing items into groups</li> </ul>
<b>2</b> <b>UNDERSTANDING PARAGRAPHS</b> <b>Learning Outcome:</b> Write a well-organized paragraph with a topic sentence, supporting sentences, and a concluding sentence	<ul style="list-style-type: none"> <li>Compound sentences</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph form</li> <li>Topic sentence</li> <li>Paragraph unity</li> </ul>	<ul style="list-style-type: none"> <li>Identifying parts of a paragraph</li> <li>Writing topic, supporting, and concluding sentences</li> <li>Using topic sentences as prompts for paragraphs</li> <li>Following steps to write well-organized paragraphs</li> </ul>
<b>3</b> <b>ORGANIZING INFORMATION BY TIME ORDER</b> <b>Learning Outcome:</b> Write a paragraph organized by time order	<ul style="list-style-type: none"> <li>Prepositions of time</li> <li>Complex sentences with <i>before</i> and <i>after</i></li> </ul>	<ul style="list-style-type: none"> <li>Signal words</li> <li>Writing titles for paragraphs</li> </ul>	<ul style="list-style-type: none"> <li>Writing an email using prepositions of time</li> <li>Writing paragraphs in chronological order prompted by schedules, lists, and time lines</li> <li>Writing biographical paragraphs</li> </ul> <p><b>WORD BANKS</b>  Signal words that show time order  Other signals of time order</p>
<b>4</b> <b>ORGANIZING INFORMATION BY ORDER OF IMPORTANCE</b> <b>Learning Outcome:</b> Write a paragraph listing the supporting ideas in order of importance	<ul style="list-style-type: none"> <li>Comma splices</li> </ul>	<ul style="list-style-type: none"> <li>Gerunds in topic sentences</li> <li>Adding new ideas</li> </ul>	<ul style="list-style-type: none"> <li>Writing topic sentences for order of importance paragraphs</li> <li>Writing and ordering supporting points</li> <li>Writing paragraphs organized by order of importance</li> <li>Writing equal-order paragraphs</li> </ul> <p><b>WORD BANK</b>  Order of importance signal words</p>

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<b>5</b> <b>ORGANIZING INFORMATION BY SPATIAL ORDER</b> <b>Learning Outcome:</b> Write a paragraph describing a place using spatial order	<ul style="list-style-type: none"> <li>• Prepositions of place</li> </ul>	<ul style="list-style-type: none"> <li>• Organizing details</li> </ul>	<ul style="list-style-type: none"> <li>• Writing topic sentences for spatial order paragraphs</li> <li>• Organizing details in spatial order</li> <li>• Writing descriptive paragraphs using spatial order</li> </ul> <b>WORD BANK</b> Prepositions of place
<b>6</b> <b>UNDERSTANDING THE WRITING PROCESS</b> <b>Learning Outcome:</b> Write a paragraph using the three steps of the writing process	<ul style="list-style-type: none"> <li>• Sentence fragments</li> </ul>	<ul style="list-style-type: none"> <li>• Writing the first draft</li> </ul>	<ul style="list-style-type: none"> <li>• Recognizing and using the steps of the writing process</li> <li>• Brainstorming, clustering, listing</li> <li>• Organizing ideas into lists and outlines</li> <li>• Revising and editing paragraphs</li> </ul>
<b>7</b> <b>SUPPORTING THE MAIN IDEA</b> <b>Learning Outcome:</b> Write a paragraph using charts, graphs, and quotes to support the main idea	<ul style="list-style-type: none"> <li>• Introducing examples: <i>Using for example, for instance, such as</i></li> <li>• Punctuating quotes</li> </ul>	<ul style="list-style-type: none"> <li>• Providing support</li> </ul>	<ul style="list-style-type: none"> <li>• Using the writing process</li> <li>• Writing paragraphs with supporting examples, personal experiences, facts, statistics, information from graphs and charts, and quotes</li> </ul> <b>WORD BANKS</b> Verbs that describe change Adjectives and adverbs describing degree of change Verbs that introduce quotes
<b>8</b> <b>EXPLAINING A PROCESS</b> <b>Learning Outcome:</b> Write a paragraph describing the steps in a process	<ul style="list-style-type: none"> <li>• Imperative sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Time order signal words</li> </ul>	<ul style="list-style-type: none"> <li>• Using the writing process</li> <li>• Writing topic sentences for process paragraphs</li> <li>• Ordering sentences in process paragraphs</li> <li>• Writing process paragraphs</li> </ul> <b>WORD BANK</b> Direction signal words

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<b>9</b> <b>WRITING DESCRIPTIONS</b> <b>Learning Outcome:</b> Write a paragraph using descriptive details about a person, place or thing	<ul style="list-style-type: none"> <li>• Order of adjectives</li> </ul>	<ul style="list-style-type: none"> <li>• Sensory words</li> <li>• Using adjectives</li> </ul>	<ul style="list-style-type: none"> <li>• Using the writing process</li> <li>• Writing topic sentences for descriptive paragraphs</li> <li>• Writing details in descriptive paragraphs</li> <li>• Writing descriptive paragraphs about people, places, and objects</li> </ul> <b>WORD BANKS</b> Words to describe people Common sensory words Words for describing places
<b>10</b> <b>EXPRESSING YOUR OPINION</b> <b>Learning Outcome:</b> Write a paragraph that expresses your opinion on a number of topics	<ul style="list-style-type: none"> <li>• Run-on sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Using reasons</li> </ul>	<ul style="list-style-type: none"> <li>• Using the writing process</li> <li>• Writing topic sentences for opinion paragraphs</li> <li>• Writing supporting details for opinion paragraphs</li> <li>• Writing opinion paragraphs</li> </ul>
<b>11</b> <b>COMPARING AND CONTRASTING</b> <b>Learning Outcome:</b> Write a paragraph comparing or contrasting two people, experiences, or things	<ul style="list-style-type: none"> <li>• Sentence patterns of comparison</li> <li>• Comparative adjectives</li> </ul>	<ul style="list-style-type: none"> <li>• Compare and contrast</li> </ul>	<ul style="list-style-type: none"> <li>• Using the writing process</li> <li>• Writing topic sentences for comparison and contrast paragraphs</li> <li>• Writing paragraphs of comparison and contrast</li> </ul>

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<b>12</b> <b>ANALYZING CAUSES AND EFFECTS</b> <b>Learning Outcome:</b> Write a paragraph describing the causes or effects of an event	<ul style="list-style-type: none"> <li>Complex sentences with <i>because</i> and <i>since</i></li> </ul>	<ul style="list-style-type: none"> <li>Paragraph unity</li> </ul>	<ul style="list-style-type: none"> <li>Using the writing process</li> <li>Writing topic sentences for cause and effect paragraphs</li> <li>Writing cause and effect paragraphs</li> </ul>
<b>13</b> <b>WRITING SUMMARIES AND ANSWERING TEST QUESTIONS</b> <b>Learning Outcome:</b> Write a paragraph that summarizes an article or a story	<ul style="list-style-type: none"> <li>Agreement of subjects and verbs</li> <li>Verb and pronoun agreement</li> </ul>	<ul style="list-style-type: none"> <li>Subject/verb agreement</li> <li>Steps in writing a summary</li> <li>Answering test questions</li> </ul>	<ul style="list-style-type: none"> <li>Using the writing process</li> <li>Identifying main ideas and details</li> <li>Writing summaries</li> <li>Writing answers to test questions</li> </ul>
<b>14</b> <b>WRITING PERSONAL LETTERS AND BUSINESS LETTERS</b> <b>Learning Outcome:</b> Write personal and business letters	<ul style="list-style-type: none"> <li>Capitalization and punctuation in letters</li> </ul>	<ul style="list-style-type: none"> <li>Personal letters</li> <li>Addressing envelopes</li> <li>Business letters</li> </ul>	<ul style="list-style-type: none"> <li>Writing personal letters</li> <li>Writing business letters</li> <li>Writing letters of complaint and praise</li> </ul>