FOURTH EDITION

READY TO WRITE

FROM PARAGRAPH TO ESSAY

KAREN BLANCHARD • CHRISTINE ROOT

Pearson
## PART 1: THE ELEMENTS OF GOOD WRITING

### 1 GETTING READY TO WRITE

**Learning Outcome:**
Paragraph Writing: Write a paragraph using the steps of the writing process

- Identifying purpose: to entertain, to inform, to persuade
- Narrowing a general topic
- Recognizing and using the steps of the writing process
- Practicing prewriting (brainstorming, clustering, listing)
- Using the acronym SPA (Subject, Purpose, Audience)
- Brainstorming
- Writing a letter about borrowing money for two different audiences: a friend or a loan officer at a bank
- Writing two paragraphs about the same subject, each with a different purpose and audience
- Practicing prewriting techniques
- Use the steps of the writing process to write a paragraph about travel

### 2 WRITING PARAGRAPHS

**Learning Outcome:**
Paragraph Writing: Write paragraphs using time order, spatial order, and order of importance.

- Understanding the Parts of a paragraph
- Writing Topic Sentences
- Understanding paragraph organization, unity, and support
- Identifying irrelevant sentences
- Using transition signals
- Paragraph Form
- Topic Sentences
- Using facts, reasons, and examples for support
- Concluding Sentences
- Paragraph titles
- Synonyms
- Writing topic, supporting, and concluding sentences
- Writing a paragraph about your favorite season, violence on TV, conserving energy
- Writing paragraphs organized by time order, spatial order, and order of importance
- Writing a paragraph describing how your bedroom reflects your personality
- Writing a paragraph about planning a weekend trip to another city

### 3 REVISING AND EDITING

**Learning Outcome:**
Essay Writing: Use the writing process to write an essay about the pressures of being a student

- Checking grammar for agreement of subjects and verbs, pronouns and nouns, possessive pronouns and adjectives
- Sentence fragments
- Run-on sentences
- Punctuation and capitalization
- Pronoun reference
- Subordinating Conjunctions
- Gerunds and Infinitives
- Parallel Structure
- Spelling Rules
- Revise and improve writing by including a clear topic sentence, appropriate transitions, and enough supporting evidence
- Eliminating irrelevant sentences
- Adding new ideas
- Rearranging sentences
- Revising
- Spelling
- Using the writing process to write a travel article
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Writing Skills</th>
<th>Writing Tips</th>
<th>Writing Activities</th>
</tr>
</thead>
</table>
| 4       | • Parts of an essay  
          • Introductions  
          • Thesis statements  
          • Using revising checklist, editing checklist, peer revision worksheet  
          • Using transitional signals for a summary or a conclusion | • Organizing essays  
          • Introductions  
          • Thesis Statements  
          • Supporting Paragraphs | • Writing, revising, and editing an essay on the pressures of being a student  
          • Writing a five-paragraph essay about a preference (e.g., living in a big city v. a small town) |
| PART 2: TYPES OF ESSAYS | | | |
| 5       | • Process essay plan  
          • Transition words for Process essays  
          • Thesis statements for process essays | • Time Order  
          • Audience | • Writing a one-paragraph description of the process  
          • Writing, revising and editing a “how to” essay about  
          • washing a car  
          • making rice, tea, a salad, noodles, etc.  
          • writing a good paragraph or essay  
          • studying for an exam  
          • annoying your teacher, your boss, or your parents  
          • making a paper airplane, knitting a scarf, painting a picture, etc. |
| 6       | • Division and classification essay plan  
          • Dividing a topic into groups  
          • The Language of Classification: Useful Sentence Patterns for Thesis Statements | • Grouping Ideas  
          • Thesis Statements for Division and Classification Essays | • Using the writing process to write a division-classification essay about TV commercials  
          • Using the writing process to write about  
          • types of mistakes people make when learning a second language  
          • types of students, athletes, etc  
          • types of martial arts  
          • kinds of bad habits  
          • kinds of engineers (doctors, lawyers)  
          • types of drivers, shoppers, etc  
          • kinds of novels, movies, etc |
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Writing Skills</th>
<th>Writing Tips</th>
<th>Writing Activities</th>
</tr>
</thead>
</table>
| 7       | • Cause or effect essay plan  
          • Using transition signals for cause or effect relationships  
          • Sentence patterns for topic sentences and thesis statements for cause or effect paragraphs and essays | • Ordering Supporting Paragraphs | • Using the writing process to write a cause or effect essay about a topic, such as the explosion of the Internet  
          • Using the writing process to write a cause/effect essay about the causes of heart disease  
          • Using information online to write about the causes or effects of an important historical event |
| 8       | • The Language of Comparison and Contrast: Useful Phrases and Sentence Patterns  
          • The point-by-point method to organize paragraphs in comparison/contrast essays  
          • The block method to organize paragraphs in comparison/contrast essays | • Choosing a topic  
          • Point-by-point format  
          • Block format | • Writing a comparison paragraph about the similarities of two twins  
          • Writing a point-by-point comparison-contrast essay about two characters in a movie or book  
          • Using the writing process to write an essay comparing and contrasting:  
            • yourself and another member of your family  
            • an aspect of your culture, such as eating habits, education, government, economy, religion, or social life, with the same aspect of another culture  
            • a photo and a painting of the same scene  
            • Two people you have worked with, such as two coworkers at a job, two students in a group, or two bosses you have had |
| 9       | • Developing problem-solution essays by using a step-by-step essay plan | • Using Transitions | • Using the writing process to write problem-solution essays about crime, etc.  
          • Writing e-mails and letters for an Internet advice column  
          • Using a peer revision worksheet, a revising checklist, and an editing checklist  
          • Writing a paragraph about an everyday problem by finding a solution online  
          • Writing a paragraph about an everyday problem by finding a solution online  
          • Using the writing process to write a problem / solution about essay about:  
            • overcrowding in your school  
            • the generation gap  
            • an argument with a friend  
            • deforestation  
            • access to the workplace for the disabled  
            • drug abuse |
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Writing Skills</th>
<th>Writing Tips</th>
<th>Writing Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PART 3: WRITING FOR SPECIFIC PURPOSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Writing Summaries</td>
<td>Use your own words</td>
<td>• Using the writing process to write a one-paragraph summary of a magazine article</td>
</tr>
<tr>
<td><strong>Expressing Your Opinions</strong></td>
<td>• Follow steps for writing summaries:</td>
<td>• Using revising and editing checklists</td>
<td>• Using the writing process to write opinion paragraphs about two famous paintings, two poems, etc.</td>
</tr>
<tr>
<td>Learning Objective: Paragraph Writing: Write a one-paragraph summary of an article</td>
<td>• Revise draft of summary (check for accuracy, minor points, any of your own thoughts).</td>
<td>• Phrases that introduce opinions</td>
<td>• Using the writing process to write opinion essays about controversial issues</td>
</tr>
<tr>
<td><strong>Expressing Your Opinions</strong></td>
<td>• Edit for grammar, spelling, punctuation, and capitalization.</td>
<td></td>
<td>• Writing a five-paragraph essay to express your opinion on a sample exam question</td>
</tr>
<tr>
<td>Learning Objective: Essay Writing: Write a five-paragraph essay that expresses your opinion on a controversial topic</td>
<td>• Pay attention to the principles of good writing.</td>
<td>• Get Second Opinions</td>
<td>• Using the writing process to write an undergraduate application essay and a personal statement essay</td>
</tr>
<tr>
<td><strong>Writing Undergraduate and Graduate School Application Essays</strong></td>
<td>• Tips for writing application essays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Objective Essay Writing: Write an undergraduate or graduate application essay</td>
<td>• Write an interesting introduction, body, and conclusion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Writing Undergraduate and Graduate School Application Essays</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>