



FOURTH EDITION

READY TO WRITE **3**

FROM PARAGRAPH TO ESSAY

KAREN BLANCHARD • CHRISTINE ROOT

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Scope and Sequence

| Chapter | Writing Skills | Writing Tips | Writing Activities |
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| 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 | <ul style="list-style-type: none"> 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) | <ul style="list-style-type: none"> Using the acronym SPA (Subject, Purpose, Audience) Brainstorming | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> Understanding the Parts of a paragraph Writing Topic Sentences Understanding paragraph organization, unity, and support Identifying irrelevant sentences Using transition signals | <ul style="list-style-type: none"> Paragraph Form Topic Sentences Using facts, reasons, and examples for support Concluding Sentences Paragraph titles Synonyms | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Checking grammar for <ul style="list-style-type: none"> Agreement of subjects and verbs, pronouns and nouns, possessive pronouns and adjectives Sentence fragments Run-on sentences Punctuation and capitalization <ul style="list-style-type: none"> Pronoun reference Subordinating Conjunctions Gerunds and Infinitives Parallel Structure Spelling Rules Revise and improve writing by <ul style="list-style-type: none"> including a clear topic sentence, appropriate transitions, and enough supporting evidence eliminating irrelevant sentences adding new ideas rearranging sentences | <ul style="list-style-type: none"> Revising Spelling | <ul style="list-style-type: none"> Using the writing process to write a travel article |

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| 4 WRITING ESSAYS Learning Outcome: Essay Writing: Write a five-paragraph essay about a preference such as living in a small town or living in a big city. | <ul style="list-style-type: none"> • Parts of an essay • Introductions • Thesis statements • Using revising checklist, editing checklist, peer revision worksheet • Using transitional signals for a summary or a conclusion | <ul style="list-style-type: none"> • Organizing essays • Introductions • Thesis Statements • Supporting Paragraphs | <ul style="list-style-type: none"> • 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 ESSAYS Learning Outcome: Essay Writing: Use the writing process to write a process essay using time order | <ul style="list-style-type: none"> • Process essay plan • Transition words for Process essays • Thesis statements for process essays | <ul style="list-style-type: none"> • Time Order • Audience | <ul style="list-style-type: none"> • Writing a one-paragraph description of the process • Writing, revising and editing a "how to" essay about <ul style="list-style-type: none"> • 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 ESSAYS Learning Outcome: Essay Writing: Use the writing process to write a division and classification essay | <ul style="list-style-type: none"> • Division and classification essay plan • Dividing a topic into groups • The Language of Classification: Useful Sentence Patterns for Thesis Statements | <ul style="list-style-type: none"> • Grouping Ideas • Thesis Statements for Division and Classification Essays | <ul style="list-style-type: none"> • Using the writing process to write a division-classification essay about TV commercials • Using the writing process to write about <ul style="list-style-type: none"> • 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 |

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|--|--|---|---|
| 7 CAUSE AND EFFECT ESSAYS Learning Objective: Essay Writing: Use the writing process to write a cause and effect essay | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Ordering Supporting Paragraphs | <ul style="list-style-type: none"> • 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 COMPARISON AND CONTRAST ESSAYS Learning Objective: Essay Writing: Use the writing process to write a comparison and contrast essay | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Choosing a topic • Point-by-point format • Block format | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 PROBLEM-SOLUTION ESSAYS Learning Objective: Essay Writing: Use the writing process to write a problem and solution essay | <ul style="list-style-type: none"> • Developing problem-solution essays by using a step-by-step essay plan | <ul style="list-style-type: none"> • Using Transitions | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • overcrowding in your school • the generation gap • an argument with a friend • deforestation • access to the workplace for the disabled • drug abuse |

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|--|--|---|---|
| PART 3: WRITING FOR SPECIFIC PURPOSES | | | |
| 10 WRITING SUMMARIES Learning Objective: Paragraph Writing: Write a one-paragraph summary of an article | <ul style="list-style-type: none"> Follow steps for writing summaries: Revise draft of summary (check for accuracy, minor points, any of your own thoughts). Edit for grammar, spelling, punctuation, and capitalization. | <ul style="list-style-type: none"> Use your own words | <ul style="list-style-type: none"> Using the writing process to write a one-paragraph summary of a magazine article |
| 11 EXPRESSING YOUR OPINIONS Learning Objective: Essay Writing: Write a five-paragraph essay that expresses your opinion on a controversial topic | <ul style="list-style-type: none"> Using revising and editing checklists | <ul style="list-style-type: none"> Phrases that introduce opinions | <ul style="list-style-type: none"> Using the writing process to write opinion paragraphs about two famous paintings, two poems, etc. Using the writing process to write opinion essays about controversial issues Writing a five-paragraph essay to express your opinion on a sample exam question |
| 12 WRITING UNDERGRADUATE AND GRADUATE SCHOOL APPLICATION ESSAYS Learning Objective Essay Writing: Write an undergraduate or graduate application essay | <ul style="list-style-type: none"> Pay attention to the principles of good writing. Tips for writing application essays Write an interesting introduction, body, and conclusion. | <ul style="list-style-type: none"> Get Second Opinions | <ul style="list-style-type: none"> Using the writing process to write an undergraduate application essay and a personal statement essay |