

Writing for College Success provides an English curriculum focused on developing the mastery of skills identified as critical to postsecondary readiness in writing. This single semester elective aligns to Florida's Postsecondary Readiness Competencies in writing and targets students required to complete additional instruction based on their performance on the Postsecondary Education Readiness Test (PERT). Course topics include grammar and usage; essential writing skills; persuasive, informative and narrative writing; and research.

Robust scaffolding in the form of process guides and graphic organizers helps reluctant writers internalize strategies and develop composition skills. Select activities target text-handling skills and promote improved performance on commonly assessed analysis and response standards. Study sheets support engagement with direct instruction and develop note-taking and study skills.

This course is built to the Florida Postsecondary Readiness Competencies.

Length: One semester

## UNIT 1: WRITING: LEARNING AND USING NEW WORDS

### LESSON 1: INTRODUCTION TO VOCABULARY BUILDING

#### **Study: Building Vocabulary: Value of Vocabulary**

Learn about the importance of building vocabulary. Explore some general vocabulary-building skills.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 2: INTRODUCTION TO CONTEXT CLUES AND WORD SKIPPING

#### **Study: Vocabulary Building: Context Clues and Word Skipping**

Learn how to use the context of a word to derive its meaning and how to skip words effectively as you read.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 3: MORE USING CONTEXT

#### **Study: More Using Context**

Review and learn more about context clues through an interactive activity.

Duration: 0 hrs 30 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 4: INTRODUCTION TO WORD ROOTS

#### **Study: Building Vocabulary: Word Roots**

Learn about the importance of word roots and how they can be used to determine the meaning of unfamiliar words.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 5: INTRODUCTION TO PREFIXES

### Study: Building Vocabulary: Prefixes

Learn about the importance of prefixes and how they can be used to determine the meaning of unfamiliar words.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 6: INTRODUCTION TO SUFFIXES

### Study: Building Vocabulary: Suffixes

Learn about the importance of suffixes and how they can be used to determine the meaning of unfamiliar words.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 7: CONNOTATION

### Study: Connotation

Learn to determine a word's connotation and its relationship to other similar words. Put words with similar meaning in order by intensity.

Duration: 1 hr Scoring: 0 points

### Quiz: Test Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 40 mins Scoring: 10 points

## LESSON 8: IDIOMS AND OTHER FIGURATIVE LANGUAGE

### Study: Idioms and Figurative Language

Learn how to decode idioms and other figurative language.

Duration: 1 hr Scoring: 0 points

### Quiz: Test Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 40 mins Scoring: 10 points

## LESSON 9: USING A THESAURUS

### Study: Using a Thesaurus

Learn how to effectively use a thesaurus.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 9 points

## LESSON 10: WRITING: LEARNING AND USING NEW WORDS WRAP-UP

### Test (CS): Writing: Learning and Using New Words

Take a computer-scored test to check what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

## UNIT 2: LANGUAGE ARTS SKILLS: MECHANICS

### LESSON 1: INTRODUCTION TO SPELLING STRATEGIES

#### Study: Building Vocabulary: Spelling Strategies

Learn how to use spelling strategies to help with spelling, pronunciation, and meaning of known and unknown words.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 2: HOMOPHONES AND HOMOGRAPHIS**

### **Study: Homophones and Homographs**

Learn and practice some new words.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 3: GRAMMAR: MECHANICS**

### **Study: Mechanics**

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

Duration: 0 hrs 40 mins

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

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

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 4: PUNCTUATION**

### **Study: Punctuation I**

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

Duration: 0 hrs 40 mins

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

Take a quiz to check your understanding of punctuation essentials.

Duration: 0 hrs 20 mins Scoring: 10 points

### **Study: Punctuation II**

Further explore punctuation in writing to ensure clarity of meaning.

Duration: 0 hrs 40 mins

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

Take a Quiz to check your understanding of punctuation essentials

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 5: RUN-ON SENTENCES AND CAPITALIZATION**

### **Study: Run-on Sentences and Capitalization**

Learn to identify and fix run-on sentences and common errors in capitalization.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

## **LESSON 6: SENTENCE FRAGMENT S**

### **Study: Sentence Fragments**

Learn how to recognize and fix sentence fragments.

Duration: 0 hrs 40 mins

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 7 points

## LESSON 7: LANGUAGE ARTS SKILLS: MECHANICS WRAP-UP

### Test (CS): Language Arts Skills: Mechanics

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

## UNIT 3: LANGUAGE ARTS SKILLS: GRAMMAR AND USAGE

### LESSON 1: GRAMMAR: PARTS OF SPEECH

#### Study: Parts of Speech

Review grammar fundamentals and learn how to identify and construct sentences and clauses.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 2: GRAMMAR: PARTS OF SENTENCES

#### Study: Parts of Sentences

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

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 3: 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 hrs 40 mins

#### Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

### LESSON 4: GRAMMAR: VERB TENSE

#### Study: Verb Tense

Learn about consistency of verb tense.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 8 points

### LESSON 5: GRAMMAR REVIEW

#### Study: Language Review: Verbs and Verbals

Review skills necessary for handling verbs and their derivatives.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 8 points

### LESSON 6: GRAMMAR: PRONOUNS

#### Study: Pronouns

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

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of pronouns.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 7: GRAMMAR: UNCLEAR PRONOUNS****Study: Grammar: Unclear Pronouns**

Learn more about using pronouns.

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 8 points

**LESSON 8: GRAMMAR: ADJECTIVES AND ADVERBS****Study: Adjectives and Adverbs**

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

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 9: GRAMMAR: MODIFIERS****Study: Modifiers**

Troubleshoot issues with modifiers, such as misplaced phrases and clauses, awkwardly placed modifiers, dangling modifiers, and split infinitives.

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of modifiers.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 10: GRAMMAR: CLAUSES****Study: Grammar: Clauses**

Learn about main and subordinate clauses and how they are used in simple, compound, and complex sentences. Learn about coordination and subordination. Discover ways to enhance your personal writing style through sentence variety.

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 11: GRAMMAR: PARALLEL STRUCTURE****Study: Grammar: Parallel Structure**

Learn how to achieve parallel structure in your writing.

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 12: LANGUAGE ARTS SKILLS: GRAMMAR AND USAGE WRAP-UP****Test (CS): Language Arts Skills: Grammar and Usage**

Take a computer-scored test to check what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

**UNIT 4: WRITING: ESSENTIALS**

## LESSON 1: PURPOSE AND AUDIENCE

### Study: Learn the Skills

Learn how to shift your writing because of purpose and audience.

Duration: 1 hr Scoring: 0 points

### Quiz: Test Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 40 mins Scoring: 10 points

### Checkup: Check Your Knowledge

Check your understanding of the skills from the study and get instant feedback.

Duration: 0 hrs 35 mins Scoring: 0 points

### Practice: Purpose and Audience

Practice your new skills from the study and get instant feedback.

Duration: 0 hrs 35 mins Scoring: 20 points

### Quiz: Test Your Understanding

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 40 mins Scoring: 10 points

## LESSON 2: ESSAY ESSENTIALS

### Study: Essay Essentials I

Learn about the basic structure of an essay.

Duration: 0 hrs 40 mins

### Study: Essay Essentials II

Learn about essay development and support.

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

## 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 hrs 40 mins

### Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 4: STYLE: CONCISION AND PRECISION

### Study: Concision and Precision

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

Duration: 0 hrs 40 mins

### Quiz: Assess Your Understanding

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

Duration: 0 hrs 20 mins Scoring: 10 points

## LESSON 5: 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 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of parallelism.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 6: 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 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of appropriate language.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 7: 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 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 8: STYLE: FIGURATIVE LANGUAGE****Study: Figurative Language**

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

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of figurative language.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 9: 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 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 10: 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 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 11: WRITING: ESSENTIALS WRAP-UP****Test (CS): Writing: Essentials**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

**UNIT 5: WRITING: NARRATIVE**

## LESSON 1: GET EXCITED ABOUT WRITING!

### Study: Wake Up Your Senses: Vivid Detail

Observe the way details "wake up" written descriptions, especially when they focus on the experience of our senses.

Duration: 0 hrs 30 mins Scoring: 0 points

### Quiz: Understanding the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### Journal: The Spy's Notebook: Observations in the Senses

Write details using observations from all five senses for possible later use in stories or poetry. (Optional: Take it one step further and use your most compelling observations to write a paragraph or poem.)

Duration: 0 hrs 30 mins Scoring: 20 points

## LESSON 2: WHO ARE YOU ANYWAY? DEVELOPING A CHARACTER

### Study: Diving into Fiction: Characters and How Writers Read

Explore the use of character in fiction and observe reading methods that can sharpen your own writing technique.

Duration: 0 hrs 30 mins Scoring: 0 points

### Quiz: Understanding the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### Read: Getting to Know You: Characters in Prose

Observe and explore descriptions of characters in prose writing through guided close reading.

Duration: 0 hrs 45 mins Scoring: 0 points

### Quiz: Understanding the Reading

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### Study: Characters Inside and Out

Explore ways to create interesting characters using details, direct and indirect characterization, and suggested motivation.

Duration: 0 hrs 30 mins Scoring: 0 points

### Quiz: Understanding the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### Practice: Character Sketch

Create a character using details, direct and indirect characterization, and suggested motivation.

Duration: 1 hr Scoring: 25 points

## LESSON 3: WHO'S ON FIRST? ESTABLISHING A POINT OF VIEW

### Study: First, Second, and Third Person

Explore the craft tools of first-, second-, and third-person point of view.

Duration: 0 hrs 30 mins Scoring: 0 points

### Quiz: Understanding the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### Study: Omniscient, Limited, and Stream-of-Consciousness Narration

Explore omniscient, limited, and stream-of-consciousness narration.

Duration: 0 hrs 30 mins Scoring: 0 points

### Quiz: Understanding the Study

Take a quiz to assess your understanding of the material.



Duration: 0 hrs 15 mins Scoring: 10 points

### **Read: Can I Read Your Mind? Narrative Perspective in Prose Writing**

Observe and explore the use of point of view and narrative perspective in prose writing through guided close reading.

Duration: 0 hrs 45 mins Scoring: 0 points

### **Quiz: Understanding the Reading**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

## **LESSON 4: STABLE AND SHIFTING VANTAGE POINTS**

### **Study: Stable and Shifting Vantage Points: Psychic Distance**

Explore the ways in which psychic distance (linguistic register) infers tone in writing.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Quiz: Understanding the Study**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### **Study: You Can Count on Me!**

Explore the use of unreliable and reliable narrators in fiction.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Quiz: Understanding the Study**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

### **Practice: Short Scene with Character and POV**

Create your own scene using character and active choices about point of view and narrative perspective.

Duration: 1 hr Scoring: 40 points

## **LESSON 5: WRITING: NARRATIVE WRAP-UP**

### **Test (CS): Writing: Narrative**

Take a computer-scored test to check what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

## **UNIT 6: WRITING: INFORMATIVE AND EXPLANATORY TEXT**

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

#### **Study: Writing Example Paragraphs**

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

Duration: 0 hrs 40 mins

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

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

Duration: 0 hrs 20 mins Scoring: 10 points

#### **Study: Writing Illustration Paragraphs**

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

Duration: 0 hrs 40 mins

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

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

Duration: 0 hrs 20 mins Scoring: 10 points

### **LESSON 2: 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 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to check your understanding of process paragraphs.

Duration: 0 hrs 20 mins Scoring: 10 points

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

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

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 3: WRITING PRACTICE****Practice: Submit Your Composition**

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

Duration: 1 hr Scoring: 50 points

**LESSON 4: COMPOSITION: DESCRIPTION AND CLASSIFICATION/DIVISION PARAGRAPHS****Study: Writing Description Paragraphs**

Improve your ability to write effective descriptions.

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of description paragraphs.

Duration: 0 hrs 20 mins 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 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

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

Write and submit a description or classification/division paragraph.

Duration: 1 hr Scoring: 50 points

**LESSON 6: COMPOSITION: WRITING ABOUT A PROCESS****Study: Writing About a Process**

Learn how to write a process essay.

Duration: 0 hrs 40 mins

**Quiz: Comprehending the Study**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 15 mins Scoring: 10 points

**LESSON 7: COMPOSITION: COMPARE-AND-CONTRAST ESSAYS****Study: Writing Compare-and-Contrast Essays**

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

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins Scoring: 10 points

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

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

Duration: 0 hrs 40 mins

## LESSON 8: WRITING PRACTICE

### Practice: Submit Your Composition

Write and submit a compare-and-contrast essay.

Duration: 1 hr 30 mins Scoring: 100 points

## LESSON 9: WRITING: INFORMATIVE AND EXPLANATORY TEXT WRAP-UP

### Test (CS): Writing: Informative and Explanatory Text

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

## UNIT 7: WRITING: PERSUASIVE

### LESSON 1: COMPOSITION: PERSUASIVE WRITING ESSAYS

#### Study: Writing Persuasive Essays

Learn about the hallmarks of effective persuasive writing.

Duration: 0 hrs 40 mins

#### Quiz: Assess Your Understanding

Take a quiz to assess your understanding of persuasive writing.

Duration: 0 hrs 20 mins Scoring: 10 points

#### Study: Practice Writing Persuasive Essays

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

Duration: 0 hrs 40 mins

### LESSON 2: WRITING PRACTICE

#### Practice: Submit Your Composition

Write and submit a persuasive essay.

Duration: 1 hr 30 mins Scoring: 100 points

### LESSON 3: OPINIONS AND SPEECHES

#### Study: Writing Workshop: Op-Ed and Speeches

Learn the basics of writing an op-ed piece and a persuasive speech, and learn the similarities between the two.

Duration: 0 hrs 40 mins Scoring: 0 points

#### Quiz: Writing Workshop: Op-Ed and Speeches

Take a quiz to check your understanding of what you have learned.

Duration: 0 hrs 10 mins Scoring: 10 points

#### Practice: Stating Your Opinion

Write an op-ed or a speech based on what you have learned.

Duration: 1 hr Scoring: 50 points

### LESSON 4: WRITING: PERSUASIVE WRAP-UP

#### Test (CS): Writing: Persuasive

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

## UNIT 8: WRITING: OTHER TYPES

### 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 hrs 40 mins

**Quiz: Assess Your Understanding**

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

Duration: 0 hrs 20 mins 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 hrs 40 mins

**LESSON 2: WRITING PRACTICE****Practice: Submit Your Composition**

Write and submit an essay about a work of literature.

Duration: 1 hr 30 mins Scoring: 100 points

**LESSON 3: COMPOSITION: LETTERS AND MEMOS****Study: Writing a Business Letter and Memo**

Learn formats for different types of business correspondence.

Duration: 0 hrs 40 mins

**Quiz: Assess Your Understanding**

Take a quiz to assess your understanding of business correspondence.

Duration: 0 hrs 20 mins 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 hrs 40 mins

**LESSON 4: WRITING PRACTICE****Practice: Submit Your Composition**

Write and submit an example of business correspondence.

Duration: 1 hr 30 mins Scoring: 100 points

**LESSON 5: BIOGRAPHIES AND INTERVIEWS****Study: Writing Workshop**

Learn the basics of researching someone's life and writing a biography.

Duration: 0 hrs 40 mins

**Quiz: Comprehending the Study**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 6: TECHNICAL WRITING****Study: Understanding Technical Manuals**

Learn strategies for reading technical manuals.

Duration: 0 hrs 40 mins

**Project: Write a Manual**

Write a manual for use by other students. The topic of your manual can be conflict resolution in school or in the workplace, how to run an effective meeting, or how to submit a page for a yearbook (or any other process with which you have some basic understanding and experience). Design a manual's cover, plan its scope, and design its format.

Duration: 2 hrs

**LESSON 7: WRITING: OTHER TYPES WRAP-UP****Test (CS): Writing: Other Types**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

**UNIT 9: WRITING: RESEARCH**

## LESSON 1: INTRODUCTION: RESEARCH ESSAY

### Study: Introduction to the Research Essay

Learn about the fundamental characteristics and functions of the research essay.

Duration: 0 hrs 40 mins

### Quiz: Comprehending the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 10 mins Scoring: 10 points

### Study: Asking and Refining Questions

Think about how to refine and ask questions to use as the basis of your research.

Duration: 0 hrs 40 mins

### Quiz: Comprehending the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 10 mins Scoring: 10 points

## LESSON 2: THE RESEARCH PROCESS, PART I

### Study: Finding, Evaluating, and Interpreting Source Material

Learn to find, evaluate, and interpret sources in order to answer your research questions.

Duration: 0 hrs 40 mins

### Quiz: Comprehending the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### Study: Compiling and Organizing Information

Learn how to make sense of the information that you gather in the research process.

Duration: 0 hrs 40 mins

### Quiz: Comprehending the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### Study: Writing Workshop: Writing an Outline

Write an outline for your research essay.

Duration: 0 hrs 40 mins

### Quiz: Comprehending the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### Practice: Research Outline

Submit your outline.

Duration: 1 hr 30 mins Scoring: 50 points

## LESSON 3: THE RESEARCH PROCESS, PART II

### Study: Synthesizing and Drawing Conclusions

Think about how to use the information you have gathered to answer your research questions.

Duration: 0 hrs 40 mins

### Quiz: Comprehending the Study

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

### Study: Documentation

Learn how to document your sources in bibliographies and works-cited lists.

Duration: 0 hrs 40 mins

**Quiz: Comprehending the Study**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 10 points

**LESSON 4: WRITING: RESEARCH WRAP-UP****Test (CS): Writing: Research**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 50 mins Scoring: 50 points

**UNIT 10: REVIEW AND EXAM****LESSON 1: REVIEW AND EXAM****Exam: Semester Exam**

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in this course.

Duration: 1 hr 20 mins Scoring: 200 points