

# Table of Contents

<b>Introduction</b> .....	3
<b>Section 1: Review the Basics</b>	
Exclamatory and Imperative Sentences .....	4
Pronouns .....	5
Verbs and Coordinating Conjunctions .....	6
Adjectives and Adverbs .....	7
Spelling, Capitalization, Punctuation, and Negatives .....	8
Assessment: The Basics .....	9
<b>Section 2: Use Descriptive Language and Sentence Variety</b>	
Word Choice .....	10
Figurative Language .....	11
Sentence Variety .....	12
Assessment: Descriptive Language and Sentence Variety .....	14
<b>Section 3: Organize and Write a Paragraph</b>	
Paragraph Plan .....	16
Paragraph Outline .....	17
Transitions .....	18
Paragraph .....	19
<b>Section 4: Proofread and Edit Compositions</b>	
Proofreading and Editing Checklist for Paragraphs .....	20
Proofreading and Editing Checklist for Essays .....	21
Assessment: Paragraph Organization and Proofread and Edit .....	22
<b>Section 5: Outline an Essay</b>	
Outline Form .....	24
Sample Outline for a Three-Paragraph Essay .....	25
List for a Three-Paragraph Essay .....	26
Outline for a Three-Paragraph Essay .....	27
Develop Essay Paragraphs .....	28
<b>Section 6: Write an Essay</b>	
Descriptions of Essays and Sample Topics .....	30
Write a Narrative Essay .....	34
Write an Expository Essay .....	36
Write an Autobiographical Essay .....	38
Write a Book Report Essay .....	40
<b>Section 7: Write a Friendly Letter</b>	
Description of a Friendly Letter .....	42
Friendly Letter List and Form .....	43
<b>Section 8: Unit Assessment</b> .....	44
<b>Answer Key</b> .....	48

# Transitions

Transitions are words that are used to connect two main ideas and show that they are related in some way. There are many words that can be used as transitions to lead from one sentence to another in a paragraph.

The following are transition words that are preceded by a semicolon and followed by a comma when they are used to connect two independent clauses.

afterwards	on the other hand	therefore
meanwhile	finally	for instance
as a result	moreover	however
consequently	for example	in fact
otherwise	furthermore	next

➤ Choose from the box above one transition to connect each of the following pairs of sentences. Use each transition word only once.

*example: The sidewalk ended; nevertheless, we walked on in the rain.*

1. Undri is always late. He was 30 minutes late to class yesterday.

---

2. Mr. Yates introduced the speaker. He sat down.

---

3. The construction crew could not get the materials. They could not finish the job.

---

4. Tory became tired of doing her sister's work. She had her own work to do.

---

5. Welton did not dislike the movie. He enjoyed it immensely.

---

6. Zenia missed the first bus. She arrived on time.

---

7. Vladimir always follows instructions. He makes good grades.

---

# Descriptions of Essays and Sample Topics *(cont.)*

## Expository Essay

The expository essay is one that explains or gives directions. The purpose can be to explain “how to” do something or to tell “why” something is done a certain way. It gives your reader facts about a particular subject. These facts can be a series of steps to explain how something is done. For example, you could give your reader the directions for making your favorite dessert, and that would be explaining “how” something is done. You could also explain to your reader “why” chocolate cake is your favorite dessert. Below are some sample topics you could use to write an expository essay. Even if you do not choose from this list, one of the topics may give you an idea for something else you want to write about.

### Sample Topics

- ◇ how to get to Disneyland from my house
- ◇ why I like to go to Disneyland
- ◇ how to become a member of the Boy/Girl Scouts
- ◇ why I enjoy being a member of the Scouts
- ◇ how to prepare for a weekend camping trip
- ◇ why I like to go camping
- ◇ how to keep a friend
- ◇ how to be a good friend
- ◇ why it is important to have friends



## Autobiographical Essay

An autobiography is the story of a person’s life. To write an autobiographical composition, you must tell about something that happened in your life. However, this does not mean that you are to write the story of your entire life. Instead, you are to write about just one part of your life or one thing that has happened in your life. For a short composition, choose to write about an event that took place in a fairly short period of time. No matter what event you choose to write about, remember to include specific details and descriptions. You can use both direct and indirect speech. (See the “Narrative” description.) Some of the same topics that can be used for expository and narrative compositions can also be used for autobiographical compositions as long as the subject is something that actually happened in your own life.

### Sample Topics

- ◇ what you did when you visited your grandparents’ home
- ◇ moving with your family to another town or state or country
- ◇ what happened to make you decide you do not want to share your room with your brother or sister
- ◇ what happened when you rode on a bus or train or plane
- ◇ your most exciting camping trip
- ◇ your first basketball/baseball/soccer game you got to play in
- ◇ what your first day at a new school was like
- ◇ what happened when your pet got lost
- ◇ what happened to you at summer camp

