

Instructor: _____

Name: _____

READING AND SUMMARIZING

<p>To open this program: 1. Click on ESL Resources folder. 2. Click on Writing. 3. Click on Writer's Resources 2.0.</p>

Goal: Review essay structure.

Materials:

Writer's Resources (computer)

- *In Writer's Resources 2.0*, under the Writing Elements Lessons, click on **Lesson 6 (The Essay)**.
- **Read and study pages 1-38. Answer the questions below in your own words.**

What is the introduction?

What is the body?

What is the conclusion?

What is the thesis?

Read the different ways to provide background information in the introduction (p. 7). On the back, list the ten different strategies to begin an introduction and provide background information.

What is audience? Why is this concept important?

- Continue to review essay structure on pp. 9-21.

What are transitions? List a few transitions that are used on pp. 23-25.

What is the purpose of the conclusion, and how does a conclusion do this? (p. 29)

What should you avoid when writing conclusions? (p.31)

Choose one of the topics on Page 39. Brainstorm and develop an outline for this topic on the back.

If you finish early, write the introduction. Staple your work to this assignment sheet.

<p>Signature and Stamp</p>

Skills Center Assignments for **Week 4:**
GRAMMAR and PUNCTUATION

Instructor: _____

Name: _____

Goal: Review sentence boundary rules and correct sentence errors.

Materials: *Writer's Resources* (computer)

- *In Writer's Resources 2.0*, under the Grammar/Punctuation/Mechanics Lessons, click on **Lesson 6 (Fragments)**.
- Read, study, and do Practice Set 1-8 on pp. 1-31. Take notes below.
- On p. 32, rewrite each fragment on the lines 1-10 below so that it is a complete sentence.
- Have the instructor check your sentences.
- Go back to **Menu/Contents** and click on **Lesson 7 (Run-ons)**.
- Read, study, and do Practice Set 1-7 on pp. 1-20. Take notes below.
- On p. 21, click on **Begin Writing**. Cut and paste the sentences and paragraphs into a Word document. Correct the sentences and paragraph in the Word document or by hand.
- Print out your work and attach to this assignment sheet.

To open this program:

1. Click on **ESL Resources folder**.
2. Click on **Writing**.
3. Click on *Writer's Resources 2.0*.

Notes:

Page 32 Fragment corrections:

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Stamp and Signature