

Chapter 1: Personal Letter

Compose a letter to a friend or relative, following the step-by-step instructions below.

Planning

1. Who is your audience?
2. What subjects would your audience find interesting or want to know about?
3. Circle the subjects (from your previous answer) that you intend to cover.
4. What information would you like to get from your audience?

Drafting

5. What concrete details do you want to express for each subject?

subject _____: _____

subject _____: _____

subject _____: _____

subject _____: _____

subject _____: _____

subject _____: _____

subject _____: _____

subject _____: _____

6. Remember these tips as you write:

- Be sincere.
- Be conversational.
- Show interest in your reader.
- Ask open-ended questions, not *yes/no* questions.
- Use specific details as often as possible.

Revising

7. Reread to make sure that you said what you meant to say.
8. Revise for organization and develop each thought sufficiently.
9. Edit for grammar and punctuation but remember that you may use fragments, contractions, and other informal constructions.
10. Make a final copy.

Chapter 2A: Personal Report

Paraphrasing a Paragraph

Paragraphs 2 and 3 are paraphrases of Paragraph 1. Read each paragraph carefully and decide which paraphrase is better. Be prepared to defend your choice.

Paragraph 1

Publishing on the World Wide Web is not the mystery that people imagine. They see that a person can type a few words at one computer and instantly access information from another computer halfway across the world while, at the same time, thousands of other users are possibly seeing exactly the same information. This ability often overwhelms people, and they fear to participate in the Web. Truly, the Web is amazing, yet publishing on it is neither impossible nor fantastically difficult. Certain common elements are required: First, one needs a computer with both a Web browser and a link to the Web (usually provided by an Internet service provider, or ISP). Then, he needs to find a host computer. The host is a computer that is always on, and on which the website can be stored and with which other computers can view the site. Third, his website must have a registered name and address so that it can be found by other computers. Last, he uses an HTML editor (a program that formats the text, graphics, and links to the standard of the Internet) to design his site. While some vocabulary expansion and time investment are necessary, overall, publishing on the Web is less a work of technological magic and more a work of genuine creative exertion.

Paragraph 2

Putting things on the Web is not as hard as you think. You may wonder at the fact that you can type a few words on your keyboard and get a webpage from another country. But having your own site is just a matter of having a few simple things. You will need a computer with a Web browser, an ISP, a host computer, a registered name and address, and an HTML editor. Putting things on the Web is not magic, just creative exertion.

Paragraph 3

The Internet really is an astounding tool, and many people are amazed and even daunted by the power that it holds. However, using the Internet to publish one's own things is not as hard as it may seem. Certainly, some software and equipment are necessary, and a person will need to learn some new terms. Developing a webpage may take time, but it is not mysterious, and with the proper tools it can be done successfully and without fear.

Name _____

Chapter 2B: Personal Report

Planning Sheet

Use the following form to plan and write your report.

Topic:

Purpose:

Notes:

Sources:

Thesis Statement:

Report:

Chapter 3: Response to Literature

Planning Sheet

To aid the planning process for your response to literature, answer these questions.

1. What were your initial responses to the story? (Choose as many as apply.)

Positive

- surprised
- encouraged
- relieved
- excited
- pleased
- awed
- other _____

Negative

- saddened
- scared
- insulted
- bored
- displeased
- angered
- other _____

2. What Scripture passages would apply to your responses? Consult a concordance if necessary.

3. In deciding which response you would like to describe, list your initial responses below. Then, beside each one, write a reason you felt the way you did. Choose one (or perhaps two or three) to write about in your response to literature.

4. Finally, select a form for your response. With help from your teacher, make a list below of possible forms. After each form, list the strengths and weaknesses of that form as they apply to responding to literature.

- _____

strengths:

weaknesses:

- _____

strengths:

weaknesses:

- _____

strengths:

weaknesses:

Chapter 5: Poetry and Metaphor

Getting a Second Opinion

Use this form to analyze and to make suggestions about a classmate's poem.

1. What is the metaphor in the poem?
2. What was logical or illogical about the metaphor?
3. What made the metaphor a vivid and powerful illustration? Or what caused it not to be a vivid and powerful illustration?
4. What was logical or illogical about the writer's use of line divisions?
5. Did the writer use onomatopoeia or alliteration? If so, what effect did the special techniques have?
6. What made the ending of the poem strong or weak?
7. What could be deleted from the poem to make it more compact? Or was it too compact and therefore vague?
8. Other suggestions for improvement:

Name _____

Chapter 6: Eyewitness Report

Use this form to record your eyewitness report.

Date:

Time:

Place:

People:

Narrative (what happened in chronological order):

Quotations:

Details:

Personal Response:

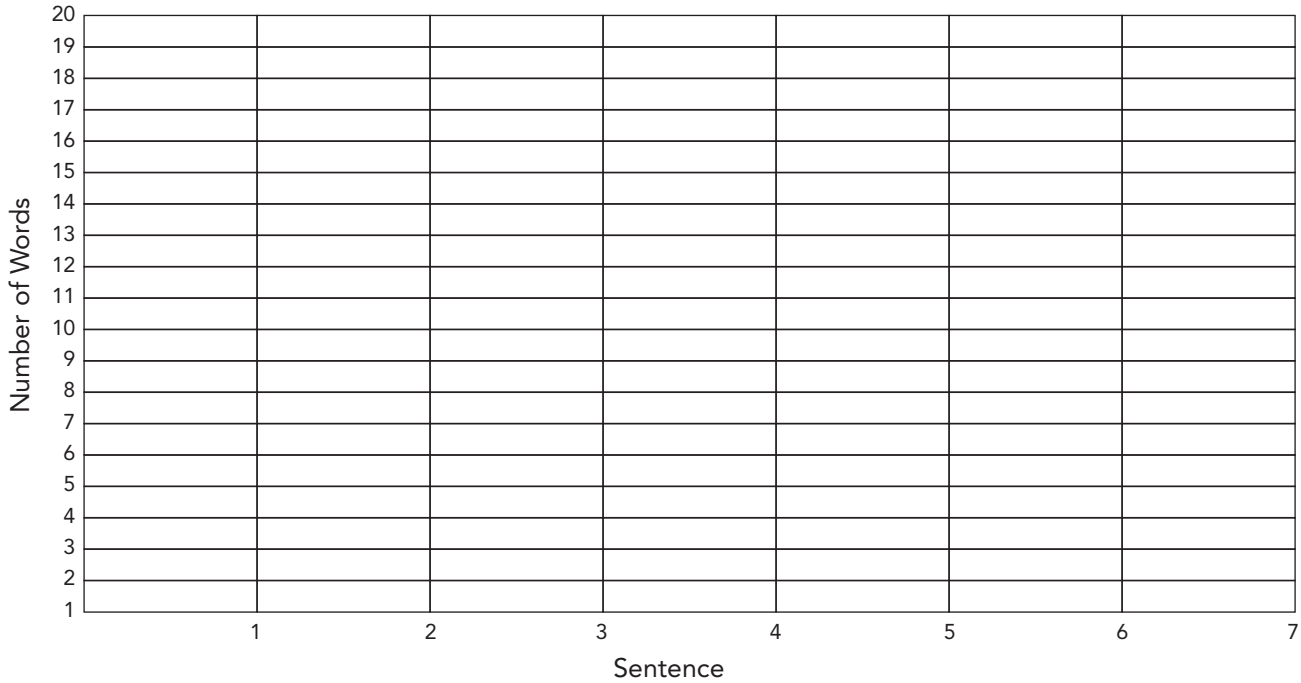
Name _____

Chapter 7A: Oral Anecdote

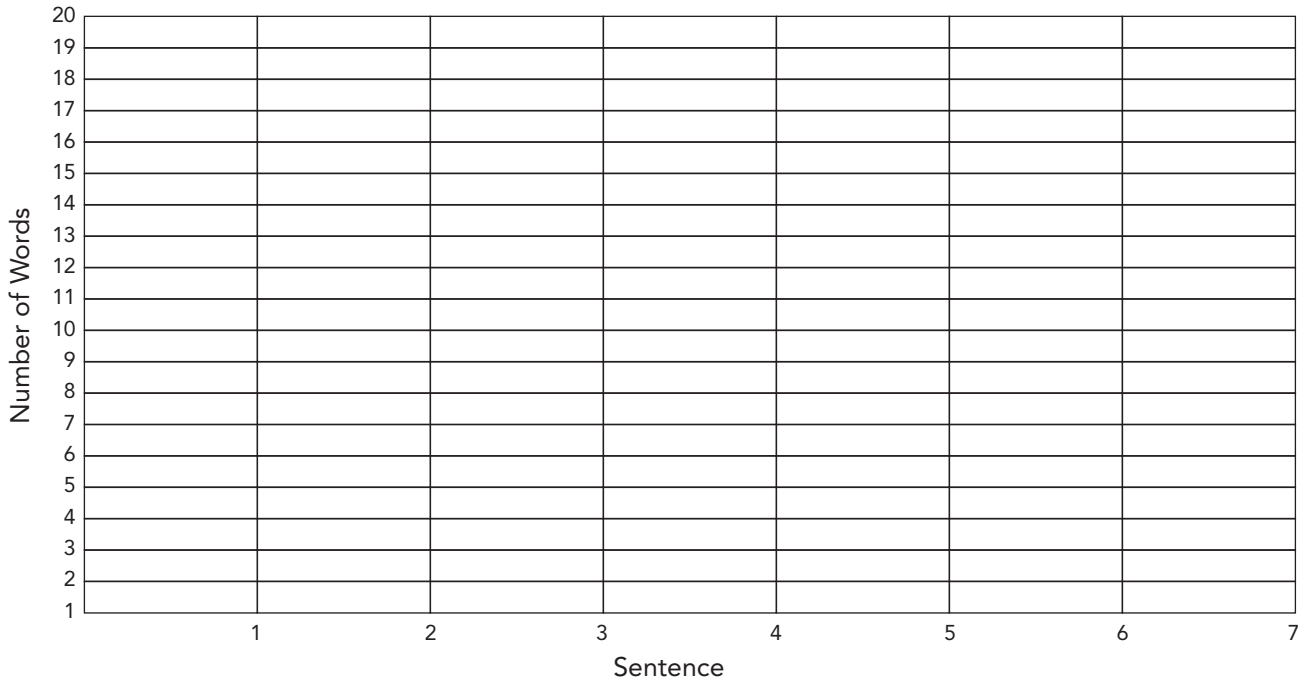
MW Principle

Graph the example paragraphs on page 190 to check for sentence variety. Which one follows the *MW* principle?

First Draft



Second Draft



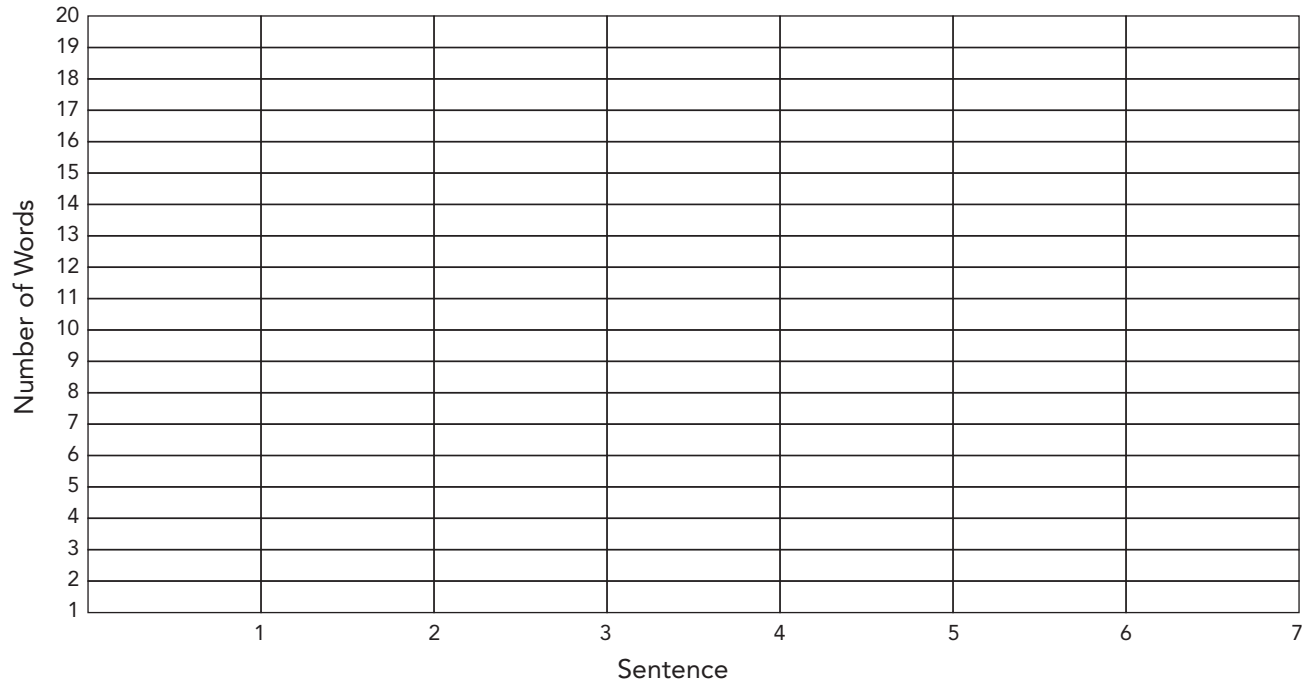
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Name _____

Chapter 7B: Oral Anecdote

MW Principle

Check your oral anecdote for sentence variety. Number each sentence, count the words in each sentence, and then plot the results on the graph below. If your graph does not have the shape of an *M* or a *W*, revise your anecdote to have more sentence variety.



Chapter 7C: Oral Anecdote

Checklist

After writing your oral anecdote, check to see whether you have included these key elements.

Topic

Will your reader understand your topic clearly?

Theme

Did you introduce your theme in your introduction? Though the anecdote will be conversational, it should not wander aimlessly. Make sure your theme is obvious but not awkward. Aim for a universal theme that all readers will understand.

Allusion

An allusion is a reference to something outside the work itself. Have you used strong allusions that all your readers will understand?

Common Experience

Have you included common experiences that the reader can relate to? Make the experiences as universal as possible.

Specific Details

Did you include many specific details so that readers get an accurate mental impression of the experience?

Name _____

Chapter 8: Webpage Design

Evaluating Web Writing

Rate the following criteria, using 5 as the highest possible score and 1 as the lowest.

How would you describe the navigability of the site? 1 2 3 4 5

How compact and condensed was the text? 1 2 3 4 5

How helpful was the text? 1 2 3 4 5

How available was the essential information? 1 2 3 4 5

How readable were the fonts? 1 2 3 4 5

How consistent were the layout and design of the site? 1 2 3 4 5

How would you rate the loading speed of the text and graphics? 1 2 3 4 5

How effective was the site overall at meeting its purpose? 1 2 3 4 5

Other suggestions:

Chapter 9: Short Story

Questions for Peer Response

1. What do you think is the theme of the story?
2. Does the author make his theme evident throughout the story?
3. Is the plot easy to follow?
4. Does the plot move steadily toward a climax?
5. What is the climax of the story?
6. Describe the character conflict.
7. Is the conflict resolved satisfactorily?
8. Are the characters believable? If not, what could the author change?
9. Is the dialogue realistic?
10. Is the narrative viewpoint consistently clear?
11. List one weak area in the story and suggest an improvement.
12. What is the strongest part of the story?

Chapter 10: Research Essay

Paraphrasing

Tips

- Read the selection at least twice. Then step back and verbally summarize the selection to yourself.
- Read the selection again.
- Put the selection aside and, without referring to it, write your paraphrase.
- Look at the selection and revise your paraphrase for basic meaning.
- Make sure that you have used your own words, sentence structure, and ordering of ideas.
- Avoid merely rearranging phrases or sentences; this technique does not produce a paraphrase.
- Some phrases do not necessarily need to be put in your own words because the term or expression is common knowledge and therefore not original with the author. For example, “the queen of England” would not have to be changed to “Britain’s monarch.”

Example

Original

During the Middle Ages a confusing system of measurements arose in Europe based on thumbs, elbows, feet, and other varying standards. After the rediscovery of Greek learning, French scientists wanted a better, more “rational” standard for describing the world around them. They decided to survey the entire meridian running from Dunkirk (the northernmost city on the coast of France) all the way to Barcelona (a southern city on the coast of Spain). Based on this survey they calculated the distance from the North Pole to the equator. One ten-millionth of this distance was called a *meter*.

France’s proud accomplishment proved to be terribly inaccurate. (It was short by about two thousand meters, or 0.02 percent.) The definition of the meter was soon changed from its relationship to the earth to the length of the platinum bar that the Frenchmen had forged. Today’s meter has an even more precise definition: the distance light travels in a vacuum in $1/299,792,458$ of a second. Obviously, it no longer has any relationship to a measurement of the earth’s surface.

(Michael Matthews, Ron Tagliapietra, and Pam Creason. *GEOGRAPHY*, 2nd ed. [Greenville, SC: BJU Press, 1998] 5.)

Paraphrase

The modern meter is directly related to an unchanging, accurately measurable standard: the speed of light. However, it was not always so. After the Renaissance, French scientists defined the measurement as one ten-millionth of the supposed distance from the North Pole to the equator. However, their calculations of the earth’s circumference, on which this measurement was based, were not accurate. Nevertheless, the idea of a constant, “rational” unit of measure was a significant improvement over the somewhat arbitrary measurement systems of the Middle Ages.

Chapter 12: Persuasive Speech

But the wisdom that is from above is first pure, then peaceable, gentle, and easy to be intreated, full of mercy and good fruits, without partiality, and without hypocrisy.

James 3:17

Fallacies in Reasoning

Ad Hominem—attacking a person rather than the issue

“Mr. Marley (Scrooge’s opponent) is a greedy old miser. You shouldn’t vote for him for governor!” (*Mr. Scrooge takes the focus off himself by hurling insults, completely unsupported, at his opponent.*)

Hasty Generalization—basing a conclusion on too little evidence

“Vote for Mr. Scrooge—the man of choice.” (*One hundred people were interviewed out of the entire state, and sixty-three said they would vote for Mr. Scrooge. These sixty-three were also people who stand to gain personally if he is placed into office.*)

Bandwagon or Popular Opinion—encouraging others to join an allegedly overwhelming majority

“Everyone knows the right answer—join us in voting yes for Mr. Scrooge for governor!” (*If you don’t vote for Mr. Scrooge, the implication is that you are completely out of step with popular culture. Just who is “everyone”?*)

Card Stacking—intentionally presenting only one side of the issue

“Mr. Marley has repeatedly refused to give money to the educational system. Mr. Scrooge promises to increase educational spending.” (*They fail to mention that Mr. Marley was working under a tight budget at a time when the economy was down. No spending was increased in order to keep the budget balanced. His actions were actually very prudent and beneficial to the state.*)

Testimonial—citing a well-known personality as an authority on something that he or she is not qualified to speak about

“Hello. This is Mr. Local Newscaster. I’ve just come from lunch with Mr. Scrooge. He is a trustworthy guy, and I know he is the best choice we have. He certainly has my vote!” (*The people all know Mr. Local Newscaster, but what does he know about how well Mr. Scrooge will be able to serve the people as governor?*)

Chapter 13: Editorial

Choosing Your Topic

Asking Questions

Use the questions below to generate more topic ideas.

- Who has been in the news recently?
- Who is an interesting public figure to me?
- Who fights for a cause I agree/disagree with?
- What forces in government am I most affected by?
- What is most dangerous/helpful to people my age?
- What problems does my community struggle with?
- When are teenagers most likely to drop out of school?
- When do children watch the most television?
- When is television watching most harmful/helpful?
- How do people most often get hurt?
- Where do teenagers spend the most money/time?
- How do schools spend the most money/time?
- How does a good sibling relationship work?
- How does a good friendship work?
- Why are some students better learners than others?
- Why are some classes more interesting than others?
- Why are some things more popular than others?
- Why are some people more popular than others?
- Why do some people act cruelly towards animals?
- Why do some people treat animals like humans?

Or choose a topic from the list you made above and explore it with your own questions. The first words are provided for you.

- Who _____?
- What _____?
- When _____?
- Where _____?
- How _____?
- Why _____?

Name _____

Chapter 14: Journal Writing

Before you begin writing in your journal, answer the following questions. You may want to write the answers in your journal, making this your first entry, or you may use this exercise to help discover what focus your journal should take.

What is your full name?

When were you born?

Where were you born?

Where are you living now?

Where have you lived?

Do you have any brothers or sisters?

What is something unique about your family?

When were you saved?

Where were you when you realized your need for Christ?

What is God showing you about Himself right now?

Have you seen any answers to prayer lately?

What are you learning from your Bible reading?

What are some prayer requests you have?

Where do you attend church?

List three of your weaknesses and three of your strengths.

Describe a favorite memory.