

ENGLISH III: WRITING SKILLS

SCOPE AND SEQUENCE

CHAPTER 1

Key topics: writing vignettes, myths, legends, fables and parables; writing historical fiction, journals, personal records, social correspondence and informal letters; technical writing business letters, resumes, memorandums, reports

CHAPTER 2

Key topics: critical thinking—recognizing simple and false analogies, drawing analogies, the process of elimination, anagrams; codes—Morse, breaking, hidden; symbols in American culture, advertisements, causes and effects in culture, premise, propaganda, rhetoric; literary techniques—descriptions, symbolism, simile, metaphor, personification, onomatopoeia, oxymoron, allusion, illustration, disillusion, rhetorical question, hyperbole, alliteration, apostrophe, euphemism, anaphora, antithesis

CHAPTER 3

Key topics: critical thinking—recognizing facts and opinions, personal preference, belief, argument, evidence; cause-effect thinking, faulty cause-effect relationships, inductive and deductive reasoning, adequate proof for conclusions, conditional statements—counter example, converse, inverse, contrapositive, equivalent and corollary statements; summarizing, prediction, conjecture; errors in reasoning—ignoring the question, talking around the subject, talking about the “good old days,” attacking a person’s character; assuming without proving, shifting the burden of proof, circular argument, *non sequiturs*, *post hoc*, *ergo propter hoc*; *Argumentum—Ad Hominem*, *Ad Ignorantium*; oversimplification, equivocation

CHAPTER 4

Key topics: writing—focus and organization, developing ideas, changing thoughts into sentences, putting sentences into paragraphs, using the right kind and right amount of support, coherence in the introduction, flow in the body and in the conclusion, using quotations in compositions—to enhance your point and to dispute a claim; voice and taking an opposing view, conventions—end and middle punctuation, capitalization, correct use of prepositions, spelling, subject-verb agreement, proofreading and correction

CHAPTER 5

Key topics: developing a research paper, research paper requirements; choosing a topic; free writing; writing approaches—chronological (historical), compare and contrast, topical, problem solution, opinion-reason, fact finding and planning, stating the thesis; topical research—library resources—general collections, reference books, multimedia, card catalog, periodicals & indexes; cards—source, note; how to scout for information—in books, in periodicals, on the Internet, plagiarism; outlining—note cards, writing, format; the first draft, revision; documentation—footnotes and bibliography, short forms and footnotes, shaping the

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bibliography; final draft—cover page, proofreading, checklist; standardized test preparation—vocabulary test questions, prefixes and suffixes, review, analogy questions, sentence completion, reading comprehension, error recognition, sentence correction, sentence rephrasing, the *20-Minute Essay*