

WORKING WITH ESSAYS

IT'S ALL ABOUT THE MESSAGE!

Name _____ Date _____

PURPOSE

Learn how to communicate your message in an essay.

HOW TO DO THIS COURSE: Do the steps in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

ESTIMATED TIME: 15 hours.

MATERIALS:

Working with Essays, It's All About the Message! Heron Books

A. WRITING ESSAYS

1. READ: *Working with Essays*, Chapter 1 An Introduction to the Essay. _____
2. READ: Chapter 2 The Message. _____
3. ACTIVITY: Work out three messages on any topic that you would like to get across to a reader. Write them down here:

4. READ: Chapter 3 Interest. _____
5. ACTIVITY: For these topics, work out what your message could be if you were given an assignment to write about them:
 - music
 - sports
 - favorite foods
 - pets_____

6. READ: Chapter 4 Subject vs. Point. _____
7. ACTIVITY: Pick three subjects you are interested in. Then work out three points you could make about those subjects. Write these down and save them for later. _____
8. READ: Chapter 5 Supporting Details. _____
9. ACTIVITY: For one of the subjects and points you selected in the earlier activity, work out three supporting details that could help get your message across to your reader. If you need to do a little research to get your supporting details, feel free to do that. Write them down.
Supervisor pass. _____
10. READ: Chapter 6 Building Your Essay. _____
11. ACTIVITY:
- a) Find three pieces of nonfiction writing that you liked reading. These could be books, essays, magazine articles or articles online. _____
- b) For each, look over several paragraphs. See how they are structured. _____
- Tell your supervisor what you observed. **Supervisor pass.** _____
12. READ: Chapter 7 The Parts of an Essay. _____
13. ACTIVITY: Find four pieces of nonfiction writing you like, and look at their beginnings and endings. Tell your supervisor what you liked or didn't like about the beginnings and endings. Then say whether there is anything you saw in these that you would like to use in your own writing. **Supervisor pass.** _____
14. ACTIVITY: Write an essay with a beginning, a middle and an end. If you'd like, you can use one of the subjects and points you worked out earlier. **Supervisor pass.** _____
15. READ: Chapter 8 Outlines. _____
16. ACTIVITY:
- a) Work out a new subject you'd be interested in writing about. Then work out your message, or point. _____

- b) Create an outline that helps you plan how to get your message across in the essay. You don't need to write the essay yet. Just write the outline. ____

Supervisor pass. _____

17. ACTIVITY: Write an essay following the outline you wrote. Remember you can revise your outline as you are writing your essay. Save your essay for later steps. _____

18. READ: Chapter 9 Revising. _____

19. ACTIVITY: Using the checklist in the book or one of your own creation, read over the essay you wrote in Activity 14. If you want to revise your essay, do that now. Keep revising your essay until you feel your message will get across to your reader. _____

20. READ: Chapter 10 Proofreading. _____

21. ACTIVITY: With the essay you just revised, proofread it until you feel you don't have errors or mistakes that will keep your reader from getting your message. **Supervisor pass.** _____

22. READ: Chapter 11 Tying It Together. _____

23. ACTIVITY:

- a) Choose a subject area and a point for an essay. ____
- b) Write an outline for this essay, and show it to your supervisor. ____
- c) Write the essay. ____
- d) Using the checklist in Chapter 9 or one that you created, revise your essay until you feel confident your message is clear. ____
- e) Proofread your essay. Correct any errors you find. Continue to proofread until you feel your message can get across without the distraction of errors. ____
- f) Turn the essay in to your supervisor. The supervisor will first want to see that there is a point and it is supported by specific details. Then the supervisor will want to see that your proofreading finds and fixes errors. ____

Supervisor pass. _____

B. FINAL ACTIVITIES

1. FINAL ACTIVITY: Write anything you wish. This is some writing you can do without anyone else correcting it. You can write nonfiction or fiction. Just write several paragraphs as clearly as you can about anything that interests you. If you want, you can use this assignment to try to experiment with your writing. _____

2. FINAL ACTIVITY:

- a) Choose a subject area and a point for a longer essay. _____
- b) Write an outline for this essay, and show it to your supervisor. The supervisor will look to see if the outline helped you organize your thoughts so your message can get across. _____
- c) Write the essay. Review your writing freshly. Do any revisions needed to help your message get across. _____
- d) Proofread your essay to find and correct any errors. _____
- e) Turn your essay in to your supervisor. The supervisor will first want to see that there is a point and it is supported by specific details. Then the supervisor will want to see that your proofreading finds and fixes the errors. _____

Supervisor pass.

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

FOR FACULTY

NOTE

Student should have the ability to write sentences and paragraphs for best success. The *Writing Sentences* and *Writing Paragraphs* courses are recommended.

ADDITIONAL RESOURCES

Exam and answers

Materials list