Success Center
Directed Learning Activity

EMLS 100
Writing Assignment 4B

EMLS100.8

Directed Learning Activity — Writing Assignment 4B

Description: Again, you will receive instructions to write the rough draft, revise, edit and finish with a final draft. Follow them carefully. You are responsible to complete all the instructions.

STEP ONE: Writing the Rough Draft
Now take the information from the outline and write your rough draft. Follow the directions below.

1. Use lined 8½ X 11" paper

2. Write the first draft in pencil.

3. It must be 125-150 words.

4. Skip lines.

5. Add a title.

6. Don't worry about spelling, punctuation or grammar.

STEP TWO: Revising Your Paragraph

Use the rough draft you wrote earlier. You will need a highlighter pen again. Follow the instructions below. **Put a check (☐) next to each item after you have completed it.**

1. _____Circle the topic and underline the controlling idea of your topic sentence.

2. _____Underline your conclusion. If you didn't write a conclusion, add it to your paragraph now.

3. _____Make sure that each supporting point in your paragraph is introduced with a transition. Underline the transitions that you used.

4. _____Look through your paragraph and choose ONE sentence that you can improve by adding more specific and/or colorful details. Add a new detail or description to that sentence and highlight the changes you made and show the tutor.

NEW:
5. _____There are basically three types of sentences in English: simple, compound and complex. It's important to vary your sentence structures.

A simple sentence has one subject, one verb and a complement (The "complement" is whatever is added to the sentence to complete the thought.)

A compound sentence joins two simple sentences together. One way to create a compound sentence is by using coordinating conjunctions: ***and, but, or, so, yet***. When

these conjunctions are used to combine two complete sentences, you need to put a comma before the conjunction. See the examples below:

SIMPLE SENTENCES	COMPOUND SENTENCES
Rosa wants to marry a rich guy. She wants to marry a handsome one too.	*Rosa wants to marry a rich guy, and she wants to marry a handsome one too*
Tim will need to get a job soon. He will have to move back with his parents.	*Tim will need to get a job soon, or he will have to move back with his parents.*
The Wilsons want to retire this year. They don't have enough money to retire.	*The Wilsons want to retire this year, but they don't have enough money.*

Read through your paragraph and make sure you have at least two compound sentences. If you don't have two compound sentences, see if you can join two simple sentences together by using the coordinating conjunctions. Use your highlighter and highlight the two compound sentences. Circle the conjunctions.

STEP THREE: Editing Your Paragraph

Rewrite your paragraph on another piece of paper. Separate each sentence and number them. Follow the instructions below**. Put a check (✓) next to each item after you have completed it.**

1. __SPELLING: Go through each sentence and make sure every word is spelled correctly. If you are in doubt about any words, look them up. If you make a correction, cross off the misspelled word and write the correctly spelled word above it.

2. _____SUBJECT/VERB AGREEMENT: Again, read through each sentence and draw a single line under every subject and a double line under every verb. Make sure that the verbs agree with the subjects. Make any corrections needed.

3. _____VERB TENSE: Go back and check each verb in your sentences. Make sure they are written in the correct tense. Put a check (✓) next to each sentence if you think the tense is correct.

4. _____PRONOUNS: This paragraph is about anger and people who get angry. You can choose to talk about *people* in the plural. If you do, you have to use the pronoun "they." You can also choose to write about *a person* instead of *people*. If you do, your pronouns will be "he" or "she." Look at the two examples below:

> *One thing that causes people to get angry is stress. When people have too much stress, they can get angry more easily.*

One solution to anger is therapy. A person with an anger problem can go to an anger management therapist and get help. He can find helpful ways to deal with his anger.

Read through your paragraph again, and look at all of the pronouns. In this type of assignment, you should not be using the pronouns "you" or "we." Take a highlighter and highlight all the pronouns in your paragraph. Check to be sure they correctly replace a noun. Make corrections as needed.

NEW:

5. _____One of the most common punctuation errors is comma splices. This error occurs when you put a comma between two complete sentences. See the example below:

Carol needs to buy milk and eggs, she is going to the market.

The comma is incorrect. You can't put comma between two independent clauses. Below are two ways to correct this mistake.

1. Change the comma to a period and capitalize "she."

Carol needs to buy milk and eggs. She is going to the market.

2. Add a conjunction (*and*, *but*, *or*, and *so*). If you use a conjunction, you must also put a comma before it.

Carol needs to buy milk and eggs, so she is going to the market.

Read through your paragraph and look at each comma. Make sure that you have not put a comma between two complete sentences. If you have, correct it using one of the methods above.

STEP FOUR: Writing the Final Draft

After you have finished revising and editing, it is time to write the final draft. Follow the instructions below:

1. Rewrite or type your paragraph on a clean piece of paper.
2. Use pen.
3. If you are writing it by hand, make sure you use 8 ½ x 11" paper.
4. Double space
5. Make sure to indent and include a title.

When you have finished the final draft, take it to a tutor. The tutor will go over it with you

and make further corrections. Have the tutor sign off that you completed this part.

STEP FIVE: Rewriting the Final Draft

After the tutor has helped you to further revise and edit the paragraph, rewrite it on another piece of paper. Turn in the second draft to the tutor and have the tutor initial and sign the back page again. If your first final draft doesn't need much revision or correction, you may not have to do this step.

EMLS100.8– EMLS 100 Writing Assignment 4B

PRINT STUDENT NAME **STUDENT #**

Tutor Feedback:

STEP 1

_____The student wrote a rough draft of 125-150 words.

STEP 2

_____The student circled the topic and underlined the controlling idea.

_____The student included a conclusion and underlined it.

_____The student introduced each supporting point with a transition and underlined each one.

_____The student selected a sentence and added more specific/colorful details and highlighted the changes.

_____The student highlighted two compound sentences and circled the conjunction.

STEP 3

_____The student separated the sentences and numbered them. The student then corrected spelling errors and underlined the subjects and verbs for each sentence.

_____The student also checked each sentence for verb tense errors. Each sentence should have a check by it to show that the student did this part of the editing.

_____The student highlighted all the pronouns and fixed the ones that were used incorrectly.

_____The student checked for comma splices. Ask the student if s/he did this.

STEP 4

_____The student wrote the final draft following the instructions. **At this point, read through the student's paragraph and (together with the student) make corrections and revisions as needed.** Then print and sign below. Have the student rewrite the paragraph one more time. If the student has only a couple of errors, s/he doesn't need to rewrite it again.

PRINT INSTRUCTOR/TUTOR NAME DATE

INSTRUCTOR/TUTOR SIGNATURE

TURN OVER

STEP 5

_____The student rewrote the final draft making the proper corrections and revisions.

_____No rewrite needed.

_____ _____

Instructor/Tutor Name **Date**

_____

Instructor/Tutor Signature