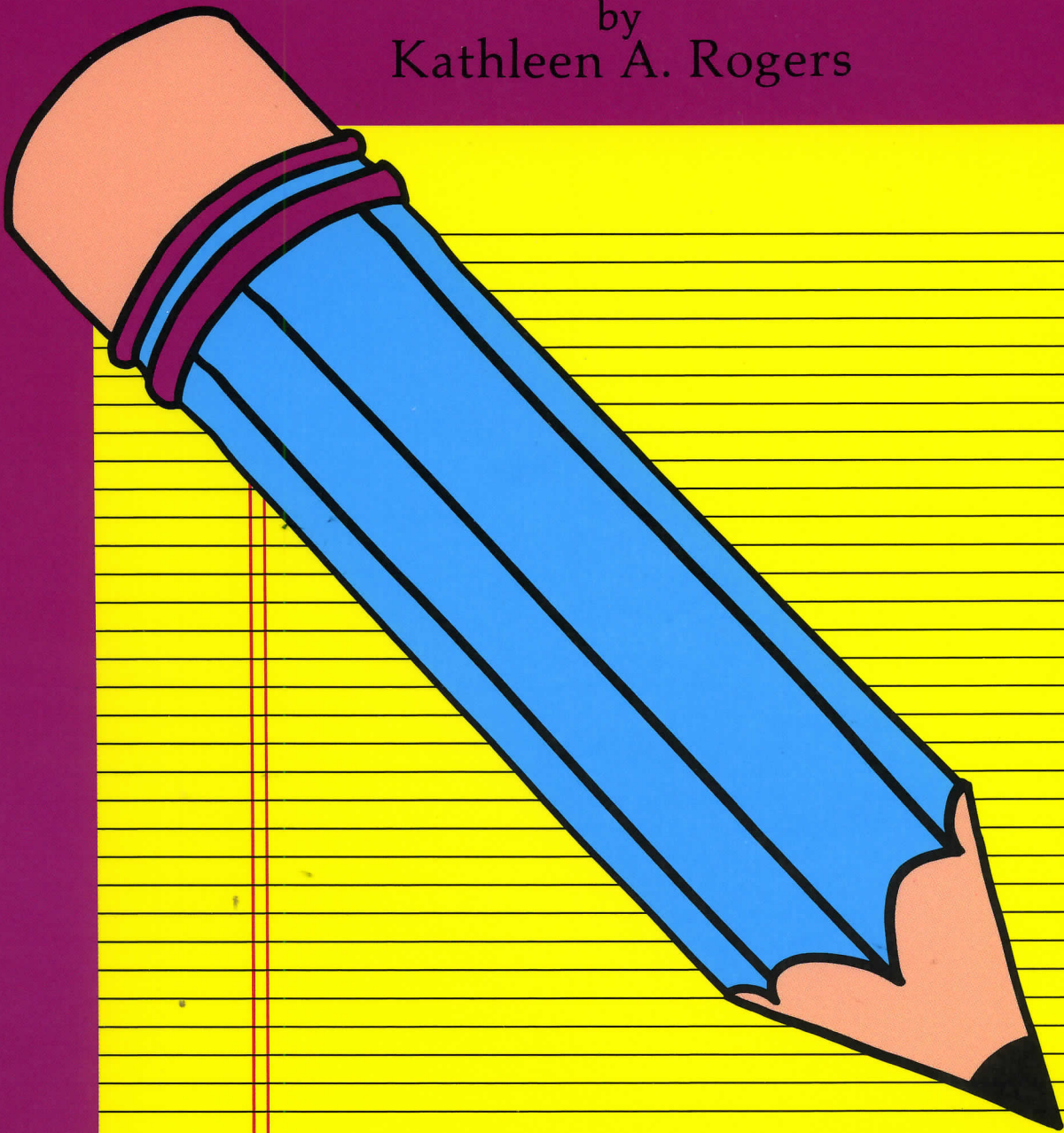


Writing to INFORM

ROY
THOMAS

REPRODUCIBLE LESSONS

by
Kathleen A. Rogers



Ray Thomas
9/97

WRITING TO INFORM

REPRODUCIBLE LESSONS

by
Kathleen A. Rogers

Fearon Teacher Aids
Parsippany, New Jersey

Handwritten text, possibly a library stamp or date, including "1987" and "11/12".

Illustrator: Bradley Dutsch

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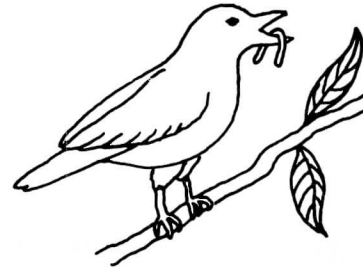
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Name _____



Expanding Sentences I

Answer each question below with a group of words. Then add the words to the basic sentence to make a new expanded sentence.

Example: Basic sentence: **The bird chirped.**

How? **as loudly as it could**

Why? **because it was hungry**

Expanded sentence: **The bird chirped as loudly as it could because it was hungry.**

1. Basic sentence: **The dog barked.**

How? _____

Where? _____

Why? _____

Expanded sentence: _____

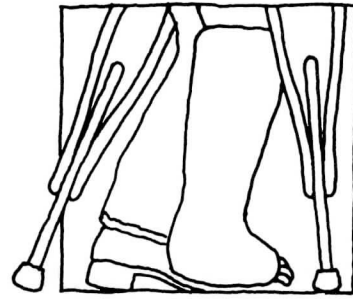
2. Basic sentence: **The teacher smiled.**

At whom? _____

Why? _____

Expanded sentence: _____

Name _____



Expanding Sentences II

Answer each question below with a group of words. Then add the words to the basic sentence to make a new expanded sentence.

1. Basic sentence: **School was canceled.**

When? _____

Why? _____

Expanded sentence: _____

2. Basic sentence: **The telephone rings.**

How? _____

Where? _____

For whom? _____

Expanded sentence: _____

3. Basic sentence: **Marvin broke his leg.**

Where? _____

How? _____

Expanded sentence: _____

Name _____



Combining Sentences

Combine each pair of sentences below by using the conjunction **when** or **after** at the beginning of the sentence. Be sure to put a comma (,) where one is needed.

1. The tightrope walker's foot slipped during the performance. She fell unhurt into the net.

When _____

2. Auditions were held for the school play. Margo tried out for the lead role.

When _____

3. Laura untied the wide velvet ribbon and opened the large box. She laughed in delight.

When _____

4. A new gorilla arrived at the zoo. He escaped from his cage and frightened the visitors.

After _____

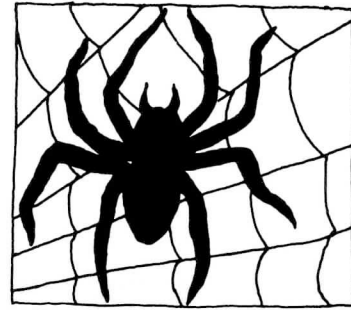
5. We went on a field trip to the zoo. We returned to school and ate lunch.

After _____

6. David and Debbie spent the day working on their science project. Mom surprised them with a popcorn treat.

After _____

Name _____



Choosing Precise Words

Words that are vague or overused can often be replaced by synonyms that are more precise. In each sentence below, cross out the word **said** and write a more precise word above it. Choose words from the box below. Do not use any word more than once.

| | | | |
|------------|---------|----------|-----------|
| complained | hinted | recited | stated |
| cried | ordered | replied | suggested |
| explained | praised | reported | wrote |

1. The teacher said, "You have been a great class today."
2. Mother said that if we were all extremely quiet we could have our surprise.
3. The first grader said that he had lost his lunch money.
4. My little sister said that I was bothering her.
5. Dad said, "You must complete your homework before you watch television."
6. "I am late because my alarm did not ring," I said to the teacher.
7. The author said that not all spiders can see.
8. The teacher said that my picture might look prettier with a yellow border.
9. I said the ballad in front of the class.
10. The weatherman said that the cold front would bring below average temperatures.

Name _____



Choosing Words that Describe

Words that describe give the reader a clear picture of your ideas and make your writing more interesting to read. Complete the phrases below. Use a different descriptive word in each blank. Do not use any word more than once.

Example: The **red** balloon

The **squeaking** balloon

1. The _____ finger

The _____ finger

The _____ finger

2. The _____ paper

The _____ paper

The _____ paper

3. The _____ candy

The _____ candy

The _____ candy

4. The _____ bear

The _____ bear

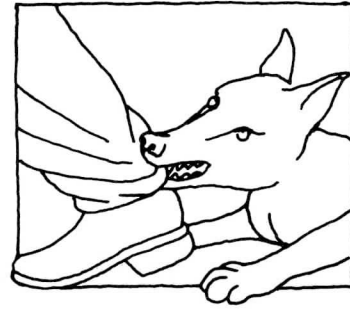
The _____ bear

Directions: Use words from the groups above to fill in the blanks in the following sentences.

1. The _____ finger of the _____ bear pointed to the _____ paper on which the _____ candy had melted.

2. The _____ candy was wrapped in paper.

Name _____



Using Words that Describe

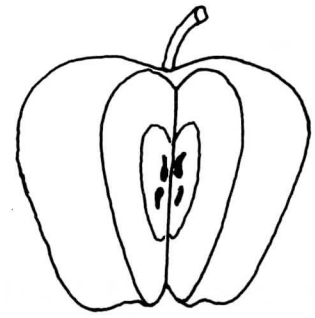
Fill in the blanks with descriptive words. Do not use any word more than once. Try to think of precise words.

Dog Stops Robber

The _____ dog caught the _____ pants leg of the _____ robber. The _____ robber struggled, but the _____ dog would not let go. Finally, the captive had an idea. He reached into his _____ pocket and pulled out a _____ white _____ bag. Slowly he reached inside it for his _____ hamburger. Speaking softly to the _____ animal, he dropped the _____ hamburger on the _____ ground in front of the dog. The guard dog greedily snapped up the _____ treat, and the _____ robber hastily left the _____ house.

When the _____ owners arrived home a _____ time later, the _____ dog was sleeping contentedly on the _____ rug on the _____ porch. Beneath his _____ paw was a _____ paper bag.

Name _____



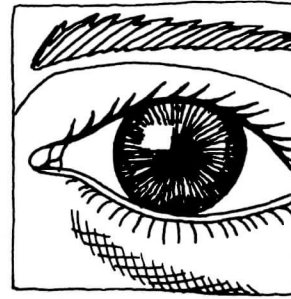
Writing a Descriptive Paragraph

Step 1: Adjectives are descriptive words. Use as many adjectives as you can to answer the following questions about your favorite fruit.

1. What color is it? _____
2. How would you describe its size and shape? _____
3. How does its skin feel? _____
4. What do its seeds or pits look like? _____
5. What type of plant does it grow on? _____
6. What type of weather does it grow best in? _____
7. What does it taste like? _____
8. What do you like to eat with it? _____

Step 2: Now write a short paragraph about your favorite fruit. Be sure to include as many adjectives as you can.

Name _____



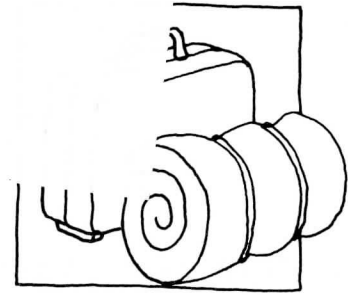
Describing a Cartoon Character

Step 1: Describe the features and personality of your favorite cartoon character by using as many precise adjectives as you can.

1. eyes _____
2. nose _____
3. mouth _____
4. hair _____
5. size/shape _____
6. personality _____

Step 2: Now write a short paragraph describing the appearance of your favorite cartoon character. Be sure to include your descriptive adjectives.

Name _____



Planning a Telegram

Two weeks ago, Johnny Rivera wrote a letter to his parents asking them to pick him up on his last day at camp. However, he forgot to mail the letter, and tomorrow is the **LAST DAY!** He can still reach them on time if he sends a telegram.

Help Johnny get his message to his parents. As you read Johnny's letter, underline the important details his parents must know.

Dear Mom and Dad,

I'm having a great time at Camp Salmon. I won the swim race yesterday, which surprised everyone since I have never been a fast swimmer.

Our last day of camp, July 28, is Parents' Day. I hope you will be able to come early. In the morning we are putting on a play, and I have a lead role. After the play, there will be lunch and sports. We all have to be packed and ready to leave by 4:30 P.M.

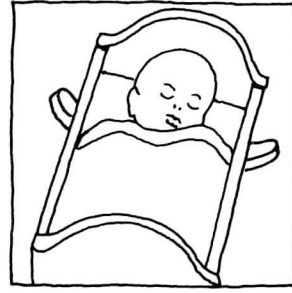
Despite the fun, I miss you all.

**Your son,
Johnny**

Now write a telegram for Johnny to send to his parents. Be sure to include all important information about the last day of camp. Be as brief as possible, since each word costs money.

| Telegram | | |
|----------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name _____



Writing Telegrams

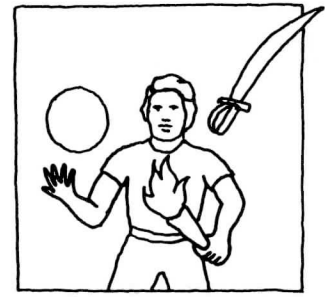
Your mother has just had a six-pound, four-ounce baby girl and both are fine. Best of all it was born on your birthday! You know that your Uncle Tobias is anxious to hear the news. Send him a telegram telling him of your sister's birth.

| Telegram | | |
|----------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

After trying to think of a special gift for your ninety-year-old grandmother who lives in another state, your family has decided to send a special birthday message in a telegram. Your telegram cannot contain more than thirty words, so think carefully about your message. Write it below.

| Telegram | | |
|----------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name _____



Writing a Radio Announcement

Your school has thirty seconds of radio time to announce its upcoming talent show. You have been selected to write the announcement.

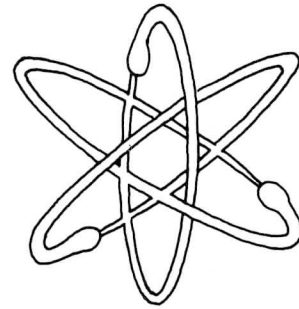
Step 1: List the facts.

1. What is the event? _____
2. Who is presenting the event? _____
3. Where will the event take place? (Be specific so people can find the show easily.)

4. When will it be held (date and time)? _____
5. What is the cost (if any)? _____
6. Where can tickets be purchased? _____

Step 2: Use your outline of the facts to write an informative radio announcement to promote the talent show. Be sure to include all of the above facts.

Name _____



Writing a Brochure

Your teacher has asked you to write and design a brochure announcing your class science fair.

Step 1: Gather the facts.

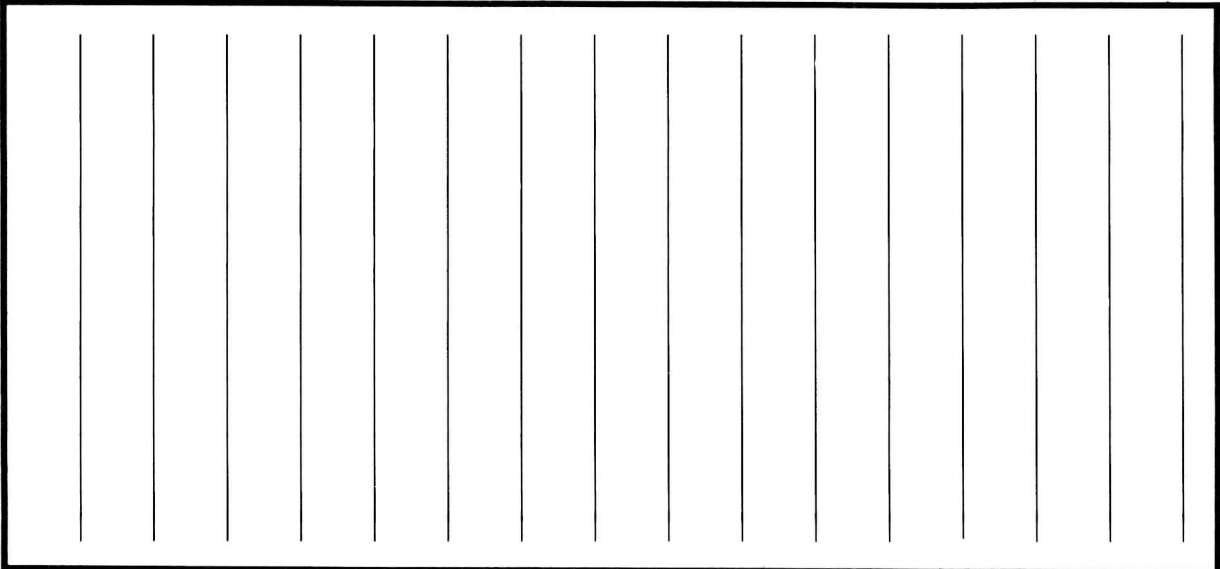
1. What is the event? _____
2. Who is presenting the event? _____
3. Where will the event be held? _____
4. When will it be held (date and time)? _____
5. What is the cost (if any)? _____
6. What can visitors expect to see? _____

Step 2: Using the facts above, write two paragraphs about your science fair. In the first paragraph include all the important details about where and when the event will be held. In the second paragraph describe briefly what visitors will see.

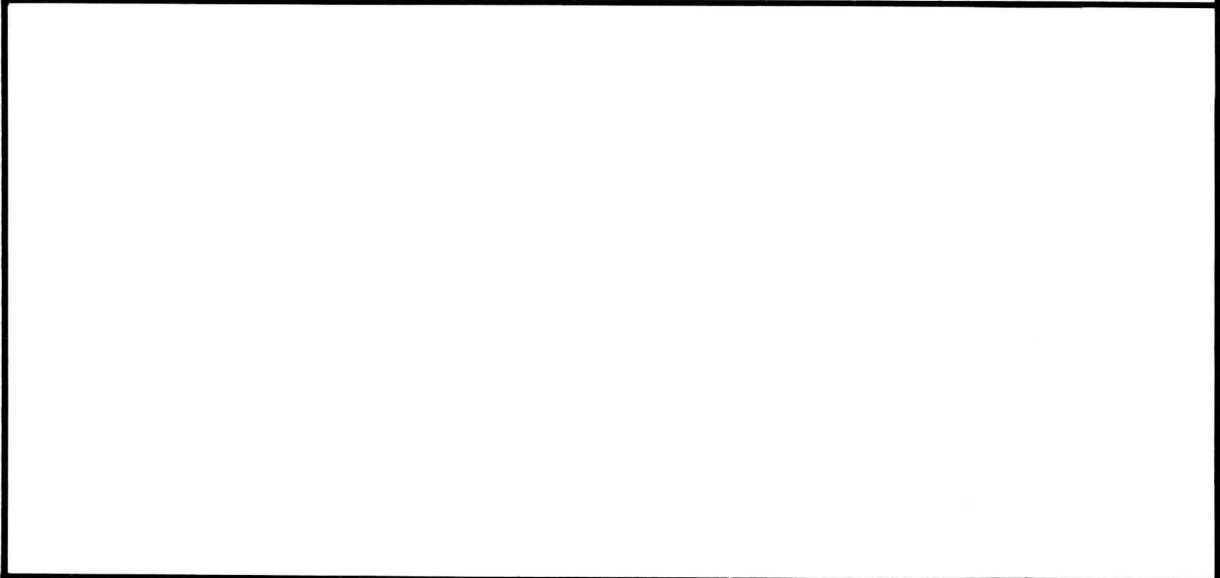
Use the facts from the activity on page 12 to complete the brochure. Write the major details and describe what visitors can expect to see. Draw a picture that shows something about the fair. Then cut out the brochure and fold it on the lines. Add some art to the outside.

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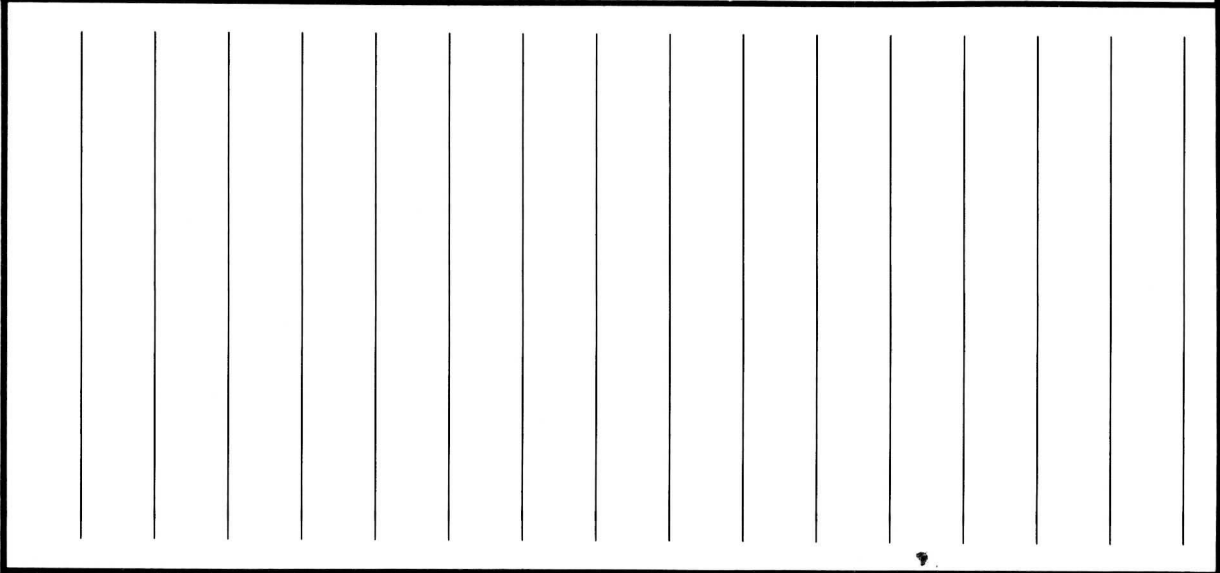
In this section describe what visitors can expect to see at the science fair.



In this section draw a picture that shows something about the science fair.



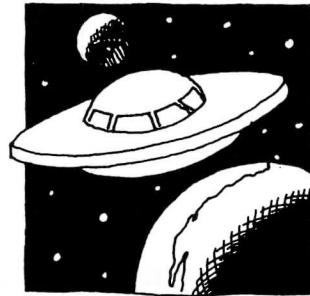
Write the major details in this section.



Fold

Fold

Name _____



Planning a Short Report

You are the first person from outer space to explore the planet Earth. For three days you have collected facts to send back to your home planet.

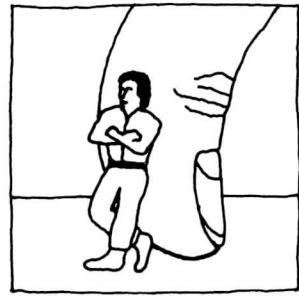
List three things you saw on Earth. Then list three facts describing each thing you saw.

1. _____

2. _____

3. _____

Name _____



Planning a Short Story Summary

Select a short story you have read. List the following facts about the story.

List the facts.

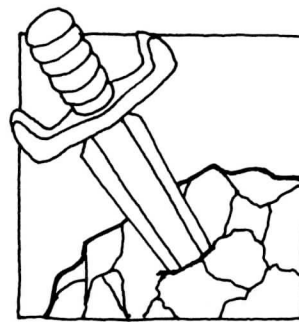
1. Title: _____
2. Author: _____
3. Main characters: _____
4. Location of the story: _____
5. Time period of the story: _____
6. Major events: _____

7. Ending: _____
8. Was there a problem in the story? If so, describe it: _____

9. How was the problem solved? _____

10. Most exciting/interesting event: _____

Name _____



Writing a Short Story Summary

Fill in the blanks in the paragraph below by using the facts you listed on page 17. Be sure to end up with complete sentences.

The story _____

by _____ takes place

_____ during _____.

The main character is _____,

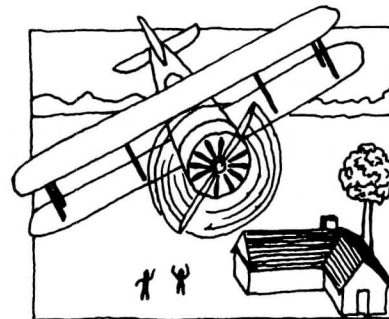
who _____.

In this story _____

_____.

One interesting event _____

Name _____



Writing a Book Summary

Sometimes the summary of a book appears on the back of its book jacket. Your assignment is to write a book summary that will appear on a book jacket that you design yourself. The summary may be of any book you have read.

Step 1: List the facts.

Title: _____

Author: _____

Setting (Time and Place): _____

Main character(s): _____

What the book is about: _____

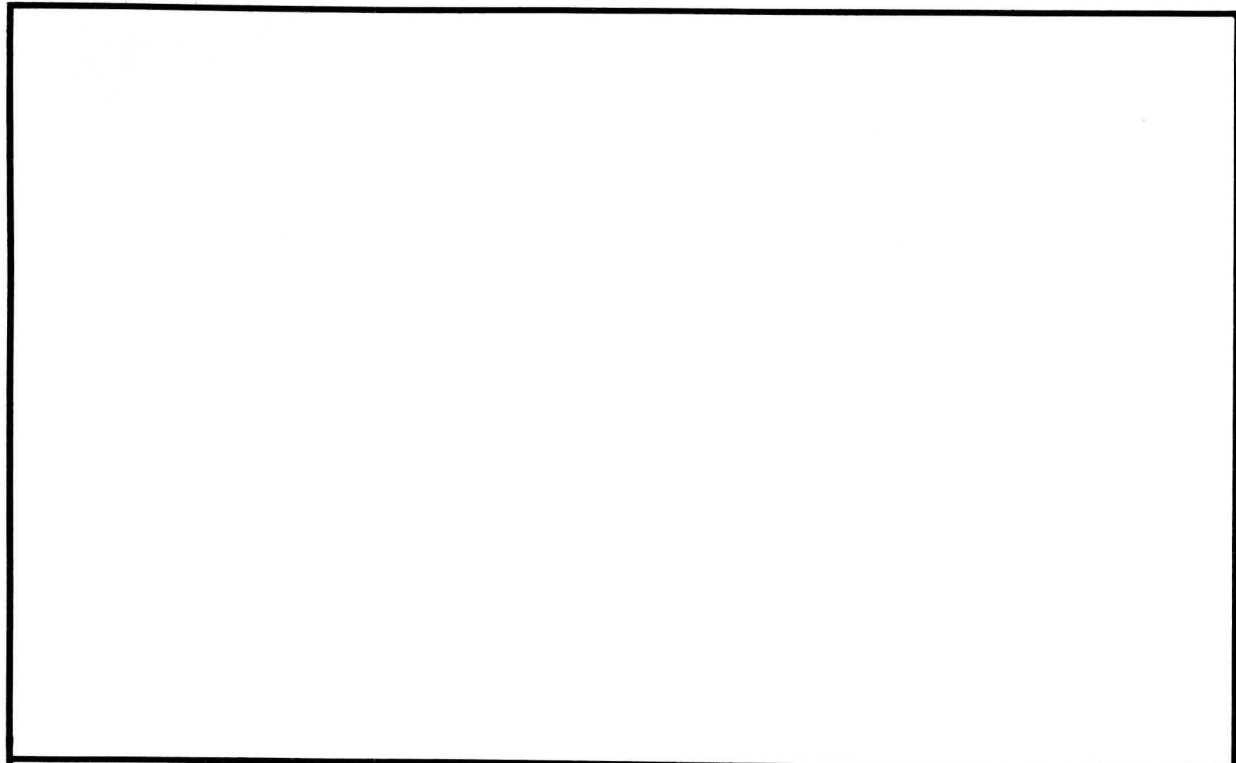
Best reason to read the book: _____

Step 2: Use the space below to write your summary before preparing your book jacket on the next page. Be sure to proofread and correct your work.

Designing a Book Jacket

Write your book summary on the back cover. Then draw and write what you think should be on the front cover and spine. Cut out the book jacket when it is completed.

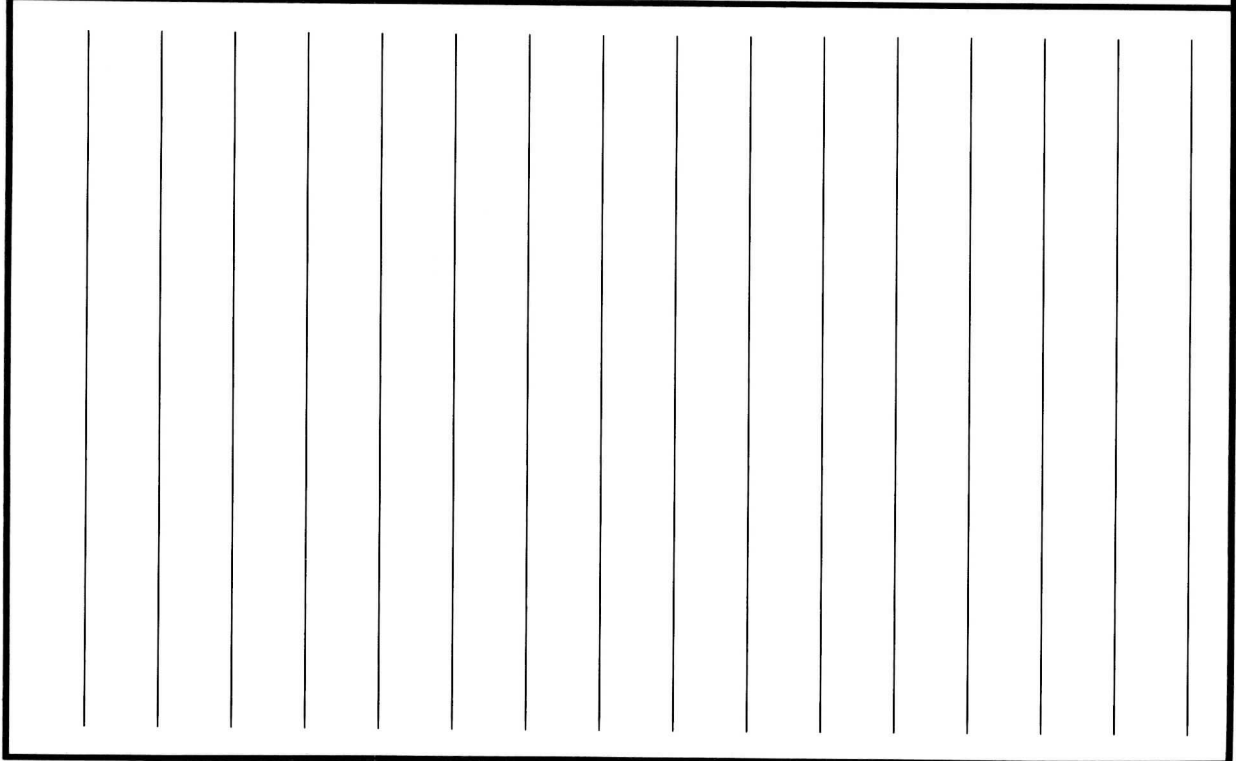
Front Cover Design Here



Spine



Book Summary Here



Name _____



Planning a Character Sketch

A character sketch is a precise description of a real or imaginary character. Choose one of your friends to write about. List some facts about your friend to organize the information you will need in your character sketch.

Getting the Picture

1. Describe your friend's appearance. _____

2. List three of your friend's favorite things. _____

3. List three things your friend does not like. _____

4. Write the occasions when you usually see your friend. _____

5. List two interesting facts about your friend. _____

Name _____

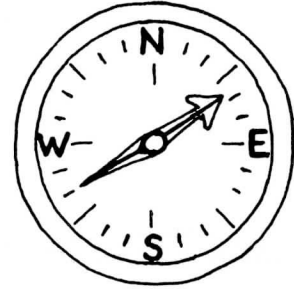


Writing a Character Sketch

Use the facts you listed on page 21 to write a well-developed paragraph describing your friend.

My Friend

My friend _____



Finding Direction Words

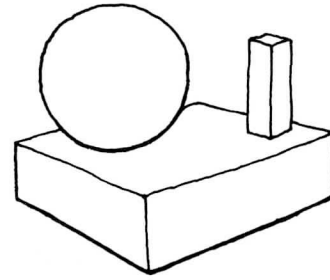
The following words indicate direction.

| | | | |
|---------|-------------|---------|----------|
| above | bottom | near | right |
| behind | in front of | next to | straight |
| beneath | inside | outside | top |
| beside | left | over | under |

Find and circle the direction words in each sentence below. The number in parentheses () tells how many are in each sentence.

1. Draw a triangle inside the circle in the right top corner. (3)
2. Draw a square on the left top edge of a rectangle. (2)
3. Walk to your left and stop next to the carton near the table. (3)
4. From my house walk straight for three blocks and then turn left. Go under the bridge, turn right, and pass behind the grocery store. (5)
5. Beneath the waterfall and above a narrow ledge you will find a treasure. (2)
6. I live on Mulberry Street in an apartment over a pizza shop. When you pass in front of the shop, use the stairway on the outside of the building. When you reach the landing, my door is painted black at the bottom and is next to a large hanging plant. (5)
7. Draw a circle. Inside the circle draw a small square. Outside the circle draw another square. (2)
8. You will find the writing paper on the top shelf behind my desk near the crayons. (3)
9. To find the police station you must drive straight for one block. Turn right at the traffic light. The police station is on the next corner beside the Post Office. (3)
10. I found my football in front of the old oak tree behind our house. (2)

Name _____



Writing Directions

Step 1: Read the following directions and draw the design they describe in the space below.

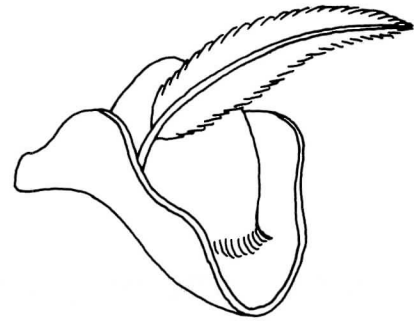
Directions: Draw a vertical rectangle. On top of the rectangle draw a triangle pointing up. Inside the rectangle draw a smaller rectangle.

Step 2: Draw a design of your own. You may use any combination of rectangles, circles, triangles, or squares.

Step 3: Write clear step-by-step directions telling someone else how to draw your design. Be sure to use specific direction words and write in complete sentences.

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Name _____



Finding Time-Sequence Words

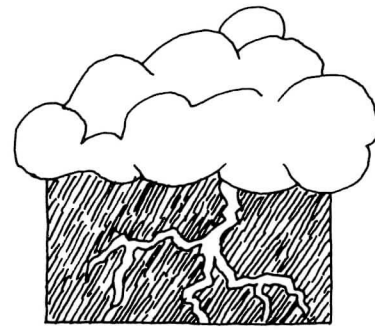
The following words can be used to show time order.

| | | |
|-----------------------|-----------|-----------------------------|
| after | finally | numbers |
| at the same time | first | second |
| before | last | then |
| dates (1785, January) | meanwhile | times (11:00 A.M., morning) |

Circle the time-order words in the following sentences. The number in parentheses () tells how many are in each sentence or group of sentences.

1. First cream the sugar and butter. Then beat the mixture for five minutes. (2)
2. Before you write a paragraph, you must first collect all the facts you will need. (2)
3. We left the house at 4:00 P.M. We finally arrived just before midnight. (4)
4. After the accident, the cleanup crew cleared the wreckage. Meanwhile police directed traffic around the accident scene. (2)
5. Christopher Columbus reached America in 1492. There is evidence, however, that others reached American shores before that date. (2)
6. The first person to arrive wore a funny red hat with a yellow feather. The next person was dressed in a black cape and tall, pointed hat. The last person to come to the Halloween party wore a striped clown suit. (3)

Name _____



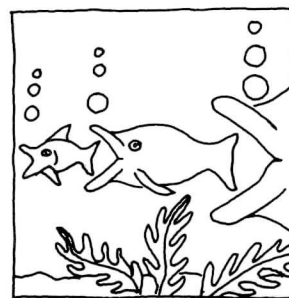
Using Time-Sequence Words

In the box are several time-order words. Use these words to fill in the blanks below. You may use some words more than once.

| | | | |
|--------|---------|------------------|------|
| after | finally | in the beginning | next |
| before | first | meanwhile | then |

1. _____, Jean thought the noise was a loose shutter banging in the wind. But _____ exploring the house with Jim, she discovered that it was an open back door.
2. _____ talking with her friend for two hours on the telephone, Jenny hung up. _____ her mother gave up trying to call her and went out to dinner alone.
3. _____ taking a test, read all the directions carefully.
4. It is easy to discover how far away a thunderstorm is. _____ look for the lightning. _____ begin counting slowly until you hear the thunder. The number of seconds counted is equal to the number of miles away the storm is.
5. _____ putting together a model, read all the directions carefully. _____ check to see if all the pieces are there. Only _____ are you ready to begin building the model.

Name _____

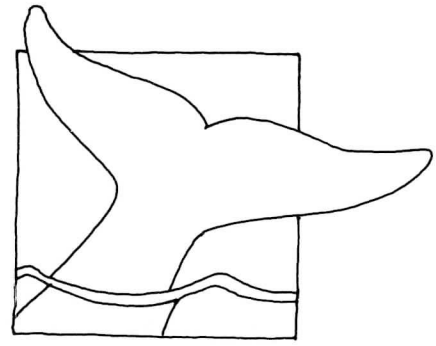


Writing a Narrative of an Event

A narrative tells a story. Write a narrative describing the best day in your life. List the events in sequence. Include as many time-order words as you can.

Some time-order words are: after, before, finally, first,
last, meanwhile, next, then.

Name _____



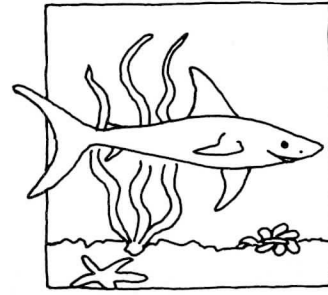
Finding Facts and Opinions I

A fact is a statement that can be proven true. An opinion is what someone thinks or believes about something.

Directions: Write an **F** in front of sentences that are facts. Write an **O** in front of sentences that are opinions.

- _____ 1. The Conestoga wagon was first used to pull the farmer's heavy load to market.
- _____ 2. This wagon could carry a load that weighed 16,000 pounds.
- _____ 3. Today, it would be impossible to cross the country in this wagon.
- _____ 4. Some Africans believed that the hair from a giraffe's tail would bring good luck.
- _____ 5. Anyone who wears a bracelet made from a giraffe's hair will be healthy and safe.
- _____ 6. Years ago some people believed witches could turn themselves into black cats.
- _____ 7. If a black cat crosses your path, you will have bad luck.
- _____ 8. The first zoo in the world was built in Egypt.
- _____ 9. Putting animals in zoos is inhumane.
- _____ 10. Some zoos attempt to create the animals' natural habitats.
- _____ 11. There are too many zoos in the world today.
- _____ 12. Whales are mammals.
- _____ 13. People should not be allowed to hunt whales.
- _____ 14. The hunting of all animals is cruel and unjust.
- _____ 15. Some species of whales are in danger of becoming extinct.

Name _____



Finding Facts and Opinions II

Find the facts about sharks. Write an **F** in front of sentences that are facts. Write an **O** in front of the sentences that are opinions.

- _____ 1. Sharks are strange looking sea creatures.
- _____ 2. A shark has several hundred teeth during its lifetime.
- _____ 3. People should not fear sharks.
- _____ 4. Approximately 250 species of sharks are known to science.
- _____ 5. Mother sharks leave their babies at an early age.
- _____ 6. Sharks that lived 160 million years ago look much like the sharks of today.
- _____ 7. All sharks should be destroyed to guarantee the safety of swimmers.
- _____ 8. The whale shark is the largest fish in the sea.
- _____ 9. Sharks are the most beautiful of all fish.
- _____ 10. Newspaper stories have made sharks appear more dangerous than they are.
- _____ 11. The smallest adult shark is only 6 to 8 inches long.
- _____ 12. A few sharks can live in freshwater lakes.
- _____ 13. Sharks deserve our respect.
- _____ 14. Sharks are not normally dangerous to people.
- _____ 15. A shark's tooth is the best souvenir one can find on the beach.

Name _____



Reading Lead Paragraphs

The **lead paragraph** in a news article introduces the story. It usually contains one or two sentences that tell the most important details. Read the following paragraphs and answer the questions that follow.

1. Five hundred employees of the Tamrack Chemical Plant in Tenpen, Indiana were hospitalized yesterday when toxic chemicals escaped from the plant. The employees suffered burns and breathing difficulties.

Who? _____

What? _____

When? _____

Where? _____

Why? _____

2. This week Harvard University will hold many special events to celebrate its 350th anniversary. All events will be held at the Cambridge campus and will be open to the public.

Who? _____

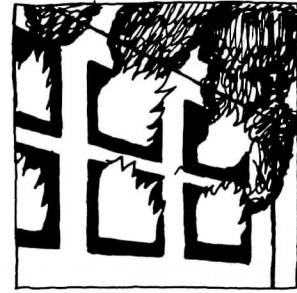
What? _____

When? _____

Where? _____

Why? _____

Name _____



Writing Lead Paragraphs

John Tripp is studying to be a reporter for the *City Gazette* newspaper. His assignment is to write the lead paragraphs for two stories. Use his notes to write his leads for him. Be sure to supply all the important details needed.

Assignment 1: bad fire
last night
arson suspected

warehouse on Fourth and Fifth streets
completely destroyed
one fireman injured

Assignment 2: Mickawhoop Dam cracked
no warning
yesterday morning at 10:00

flooded farmland
flooded south end of county
three million dollars damage

Name _____



Completing a News Article

Select one of the leads which you wrote on page 31 and write an entire news article about the event. Before writing, answer the following questions.

1. What public officials were at the scene? _____

2. Was anyone injured? _____
3. If people were injured, to what hospital were they taken? _____
4. Describe the damage you saw. _____

5. In conclusion, what steps are being taken to help the situation? _____

Now write your news article. You may use the lead you wrote on the previous page.

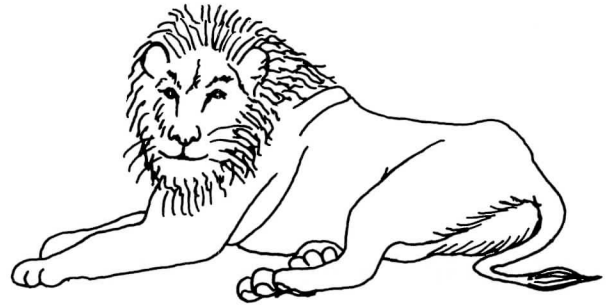
Headline: _____

Lead: _____

Other important facts: _____

Summary statement: _____

Name _____



Writing an Eyewitness Account

Last night, while sitting in your kitchen, you heard a low growling sound in your backyard. When you looked out the window, you saw a large lion rolling in the grass. After you called the zookeeper, you watched her and her workers recapture the animal.

Today your editor has asked you to write an eyewitness account of yesterday's event. Write your story below.

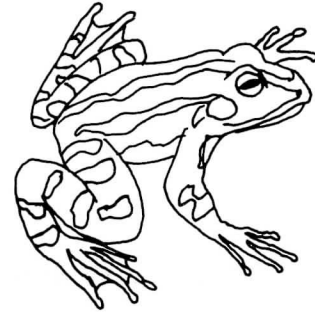
Headline: _____

Lead: _____

Details (Include eyewitness account.): _____

Summary statement (Comment on how you think the animal feels now.): _____

Name _____



Planning a News Article

You are Nellie Nettleman, a reporter for the *City Gazette*. Your assignment is to cover a frog jumping contest on Tuesday afternoon at 3:00 P.M.

Fill in the blanks below with facts about the contest.

Event: _____

Time, date, place: _____

Contestants: _____

Description of contest: _____

Attendance: _____

Winner: _____

Prize: _____

Name _____



Writing a News Article

Use the facts you listed on page 34 to fill in the blanks below. Then write your news article on a separate sheet of paper.

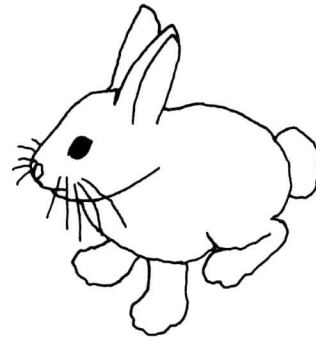
Headline: _____

Lead: _____

Description: _____

Summary statement: _____

Name _____



Planning an Announcement

Your homeroom just got a class pet. Write a notice announcing the pet. This announcement will appear in your school newspaper.

Before you write, be a good reporter and get the following facts:

Name and type of pet: _____

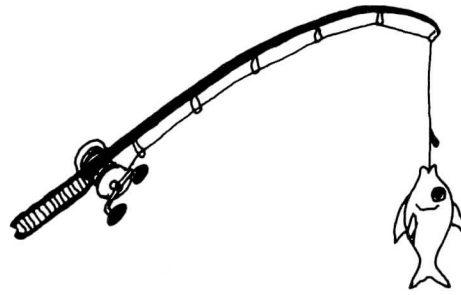
When and where acquired: _____

How acquired: _____

Description: _____

Special or interesting things about the pet: _____

Name _____



Writing a Thank-You Letter

You have just returned from visiting a friend in another state for two weeks. You had such a great time that you wish to write a letter thanking your friend for his/her hospitality.

Before writing your letter, organize your thoughts below. Then write your letter on the Friendly Letter Form your teacher will give you.

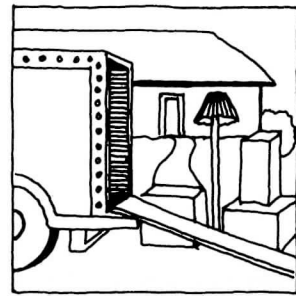
1. In one or two sentences write a sincere thank you that shows how much you enjoyed yourself.

2. Think of three things that your friend did for you that made your visit especially nice.

3. What was your favorite activity? Why? _____

4. Write a concluding thank-you sentence.

Name _____



Writing a Friendly Letter

Your best friend has moved away. Write a letter to her/him. Before writing, organize your thoughts below. Then write your letter on the Friendly Letter Form your teacher will give you.

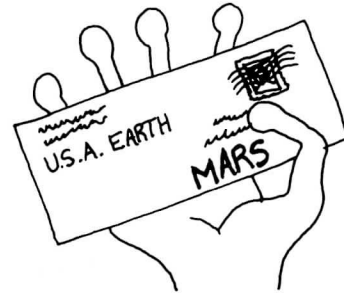
1. List three things you have done since your friend moved.

2. Choose one of the things you listed above and describe it in more detail.

3. Tell about one new friend you have made.

4. Write another interesting thought or event you would like to include in your letter.

Name _____



Writing to a Pen Pal

NEWS BULLETIN

Astronauts on the spacecraft *Freedom* have just landed on Mars. They have made contact with the Martians and have found them to be friendly. To show good will, the president of the United States has asked all American schoolchildren to adopt a Martian pen pal.

Assignment: Write a letter to a Martian girl or boy. Tell about yourself, your family, your school life, or the things you like. You could also write about your planet.

Heading:

(Your street address)

(Your city, state, and ZIP code)

(Today's date)

Greeting: _____,

Body: _____

Closing:

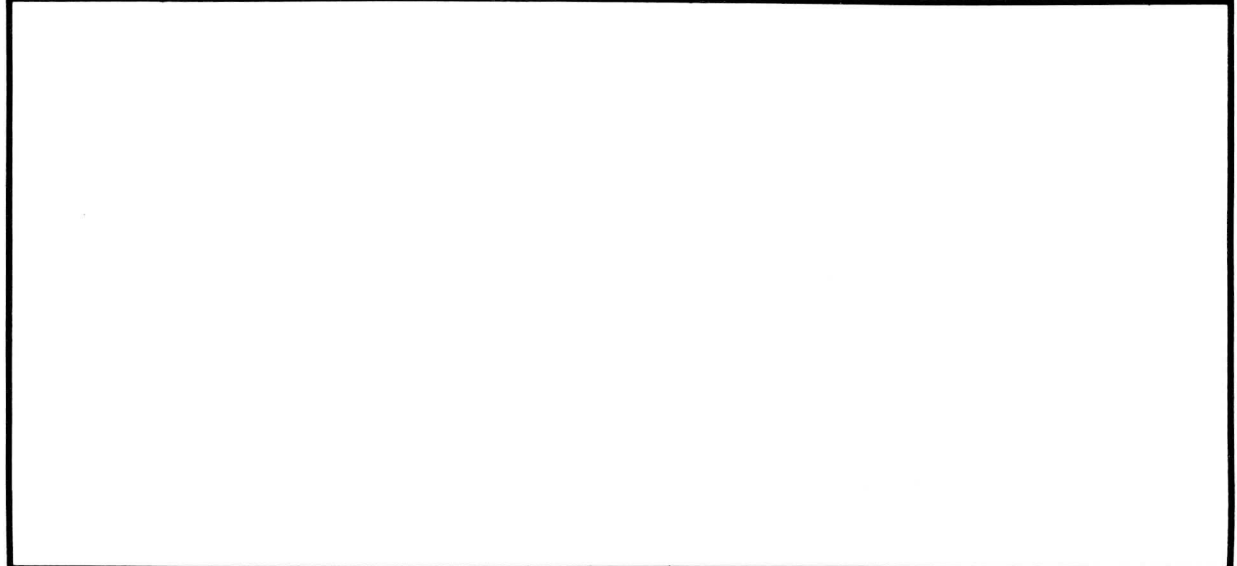
Signature:

Designing a Party Invitation

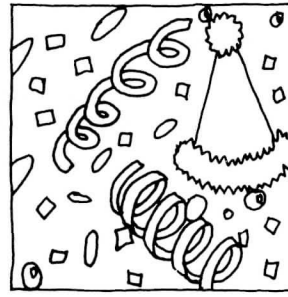
Complete the invitation. Draw a picture that shows something about the party. Then cut out the invitation and fold it on the lines. Add some art to the outside.

In the two sections below, fill in the important details about the party. Special notes could include what to wear, what to bring, etc.

Draw a design in the section below.

| | | |
|--|---|---|
|  | <p>Type of party _____ _____ _____ _____</p> <p>Special Notes _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p> | <p>Time _____</p> <p>Date _____</p> <p>Place _____</p> <p>Person Giving the Party _____ _____ _____ _____ _____ _____ _____ _____ _____ _____</p> |
|--|---|---|

Name _____



Writing a Letter of Invitation

You have run out of party invitations, but you still have one more friend to invite. Write a letter inviting your friend to the party. Be sure to include all the important information that is in your party invitation.

Heading:

(Your street address)

(Your city, state, and ZIP code)

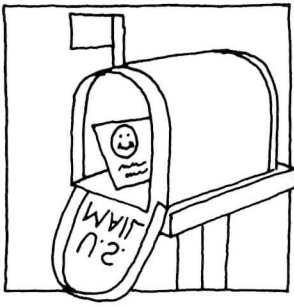
(Today's date)

Greeting: _____,

Body: _____

Closing: _____

Signature: _____



Friendly Letter Form

_____ ,

Name _____



Writing to Place an Order

A business letter is more formal than a friendly letter because it is usually written to someone you do not know. Your message should be brief, clear, and to the point.

Write a business letter to order an umbrella hat you saw advertised in *Teen Rock Magazine*. Use the following information to order your hat.

Ordering \$5.95 each
Information: Colors available: black and red, blue and white
 Item ordering number: CL 608
Address: Lanstreet Company
 Box 58
 Clementine, Indiana 05382

Heading:

(Your street address)

Inside Address:

(Your city, state, and ZIP code)

(Today's date)

(Name of company)

(Mailing address)

(City, state, and ZIP code)

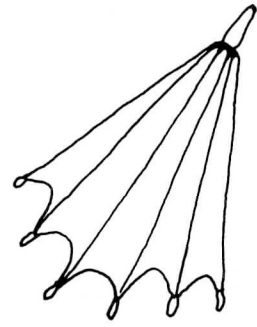
Greeting: _____ :

Body: _____

Closing: _____

Signature: _____

Name _____



Writing to Inform of a Problem

You have just received your umbrella hat from Lanstreet Company (Box 58, Clementine, Indiana 05382), but it doesn't work. It won't open! On the Business Letter Form your teacher will give you, write to the company telling them of your problem. Before you write the letter, follow the steps below.

1. State the item you ordered. _____
2. Tell when it was ordered. _____
3. Tell when you received the item. _____
4. State the problem. Be specific! _____
5. Tell the company what you want done to correct the problem. (Do you want it replaced, fixed, or your money refunded?) _____

6. Thank them for their attention to your problem. _____

7. Write a rough draft of the body of your letter below.

Name _____



Writing to Request Information

Your class is planning a trip to Washington, D.C. You have been asked to write to the Washington Tourist Information Center to request information. The address is: 444 Fourth Street, Box 792, Washington, D.C. 20005.

In your letter request all the information you think your class will need to make the trip a pleasant one. Before writing, organize your thoughts by completing the outline below.

1. When is your class planning to go? _____
2. How many will be in your group? _____
3. What general tourist information would your class like to receive? _____

4. Would you like information on guided tours? _____ If so, to where? _____

5. About what special attractions or events would your class like to receive brochures?

Write a rough draft of the body of your letter below. Using this draft, write your final letter on the Business Letter Form.

Name _____



Taking Notes

The notes you take should be brief and to the point. They should *not* be in complete sentences unless you are quoting someone.

Step 1: Read the following selection on the eagle. Underline the key words that you would want to include in your notes.

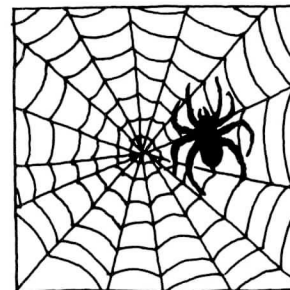
The Eagle

The eagle is a bird who has been admired and feared by both ancient and modern people. The largest eagle can have a wing span of eight feet. Eagles can swoop down quickly from high perches and grasp prey with their sharp claws. The eagle has excellent vision and can easily spot its dinner crawling on the ground. Small rodents, snakes, and rabbits must be careful not to become the eagle's next meal.

Despite the adult eagle's great strength, its babies must have care for a long time. The babies cannot even leave the nest until they are two to three months old. For this reason, nests are built in high places where the babies will be safe from other animals.

Step 2: Using the underlined key words about the eagle, jot down notes on the lines below.

Notes on the Eagle



Organizing Notes

Marty is writing a report on spiders. Before writing his report, he should group his notes into subtopics. Help him organize his notes.

Step 1: Read over his Spider Facts carefully, and think about how the facts are related to each other.

Step 2: Put a **D** next to the facts that **describe** the spider. Put a **P** next to the facts that tell how the spider **protects** itself. Then put an **H** next to the facts that tell about spiders' **homes**.

Spider Facts

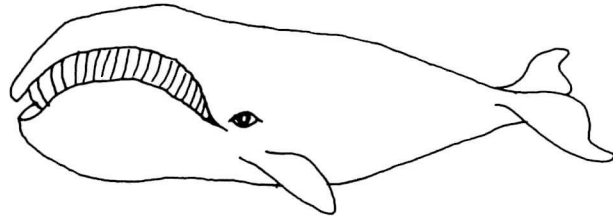
- | | |
|--------------------------------------|--|
| 1. ___ Spiders make orb-shaped webs. | 11. ___ have 2 main body parts |
| 2. ___ have 8 legs | 12. ___ head and throat are one |
| 3. ___ 7 parts in each | 13. ___ abdomen |
| 4. ___ 2 claws at bottom | 14. ___ Raft Spider's home is a raft of twigs and leaves. |
| 5. ___ 1 to 4 pairs of eyes | 15. ___ Trap-Door Spiders have underground home. |
| 6. ___ can see all around | 16. ___ catch enemies in webs and traps |
| 7. ___ A few cannot see at all. | 17. ___ Poison glands in fangs can kill or paralyze enemies. |
| 8. ___ ambush enemies | |
| 9. ___ leap at enemies | |
| 10. ___ run swiftly | |

Step 3: Using the Spider Facts, organize your notes under one of these subtopics: **Description, Protection, Homes.**

Subtopic: _____

Facts: _____

Name _____



Writing Notes on Note Cards

Below are notes about two types of whales. Divide each set of notes into two subtopics and arrange the notes on the note cards below.

Toothed Whales

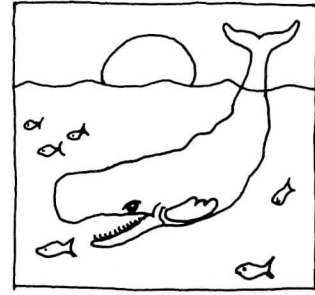
- average size: 10-20 ft. long
- eat fish, seals, polar bears
- largest grow to 69 ft.
- sperm whales are largest
- have large teeth to rip up food

Baleen Whales

- eat plankton and small fish
- average size: 50-75 ft. long
- have no teeth
- largest is blue whale
- blue whale is up to 100 ft. long
- baleen sifts tiny fish from water

| | |
|---|---|
| Topic: <u>Toothed Whales</u> Subtopic: <u>size</u> | Topic: <u>Baleen Whale</u> Subtopic: _____ |
| Topic: _____ Subtopic: _____ | Topic: _____ Subtopic: _____ |

Name _____



Writing a Report from Note Cards

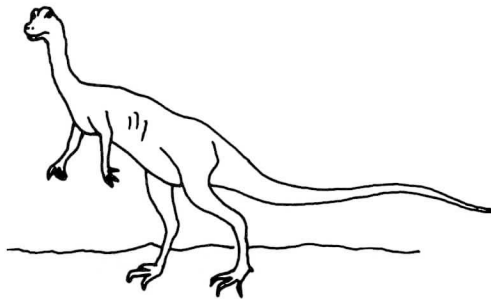
Using the facts from your note cards, write two paragraphs about whales. The opening sentence for each paragraph has been written for you.

The Two Main Kinds of Whales

There are two main types of whales. Toothed whales have teeth. _____

Unlike the toothed whales, baleen whales have no teeth. _____

Name _____



Planning a Report

1. Select a topic: Name an animal you would like to learn more about.

2. Why did you select this animal? Why does it interest you?

3. What facts would you like to know about this animal? Write one question on each line.

4. Go to the card catalog in your library and find two books you can use to find facts for your report. Write their names below.

Title _____ Title _____

Author _____ Author _____

Dewey
Decimal No. _____ Dewey
Decimal No. _____

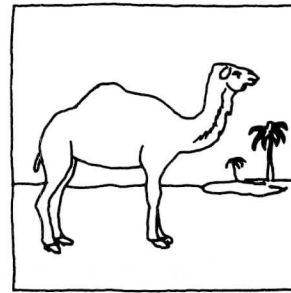
5. Where else can you find information for your report? On the lines below write the names of two more references you can use to get information about your subject.

a. _____

b. _____

6. Now you are ready to do your research. Using the above references, take notes about your topic on a separate piece of paper.

Name _____



Organizing the Report

1. Reread all your notes about the topic you selected on page 52.
2. Organize the notes into four subtopics.
3. Decide in what order you want to discuss your subtopics.
4. Write an outline of your report below.

(Title)

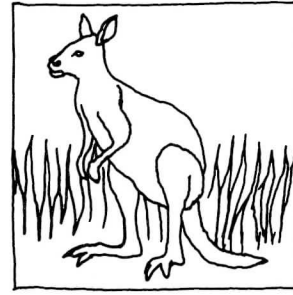
Subtopic (1)

Subtopic (2)

Subtopic (3)

Subtopic (4)

Name _____



Writing the Report

Before you begin to write your report, think about what you want to say in your introduction and conclusion.

The **introduction** should do two things. It should catch the reader's attention, and it should briefly define or explain your topic.

1. **Catching attention.** Think back to the planning of your report.

Why did this animal interest you? _____

2. **Defining the topic.** Check your notes for the following information.

What family does your animal belong to? _____

What does it look like? _____

3. Write a draft of your introduction below.

The **conclusion** should summarize either the ideas in your report or the feelings you have about your subject. Think about your subject.

1. How important do you feel this animal is? _____

Why? _____

2. What was the most interesting fact you learned about this animal?

3. Write a draft of your conclusion below.

Now you are ready to write your report. On a separate sheet of paper, write your report using your outline, introduction, and conclusion. Be sure to write in complete sentences.



Proofreading for Capital Letters

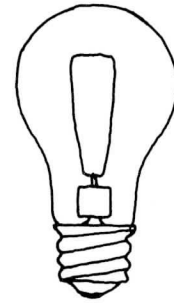
Circle each letter that should be capitalized.

- Rules:**
1. Capitalize the first letter of a sentence.
 2. Capitalize the names of people, places, months, and titles.

Bear Facts

1. a bear can eat thirty-five pounds of fish at a time.
2. some bears weigh almost two thousand pounds.
3. the popular stuffed teddy bear was named after president theodore roosevelt.
4. most bear cubs are born in november.
5. In 1846, a group of settlers in california declared their independence from mexico. they called their state "the bear flag republic."
6. the north american grizzly bear is becoming extinct.
7. mr. william faulkner wrote a famous short story called "the bear."
8. In asia, black bears are trained to be dancing bears.
9. panda bears from china are not true bears.
10. Brown bears can be found on three continents: asia, europe, and north america.

Name _____



Proofreading for End Punctuation

Add the proper end punctuation (. ? !) in the blanks at the end of each sentence.

Making Writing Easier

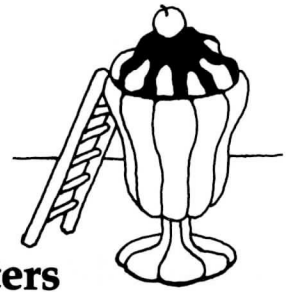
Do you enjoy writing paragraphs ____ Some students dread any writing task ____ Many do not like to write because they have a difficult time thinking of ideas to write about ____

What do you think students should write about ____ If you said things they know, you are right ____ Our best ideas come from events in our own lives ____ It is easy to write about things we know ____ Hobbies, family, friends and school events can provide us with a large source of ideas ____ That is why in many classrooms, students write in journals every day ____ A journal is a daily record of the events in your life ____ In it, you can write about your interests and feelings as well as things that happen in your daily life ____

If you do not keep a journal in school, you could begin keeping one at home ____ Think of what fun it would be to read it twenty years from now ____ Do you think you would remember the boy in your fourth grade class who could talk like Donald Duck ____ Would you remember how proud you were of the 100 on your big math test ____ As you can see, a journal will not only improve your writing, but it can also bring back some good memories years later ____

In addition to writing about things you know, organizing what you want to say also makes writing easier ____ For example, let's say you wanted to write about a funny experience you had at school recently ____ On a separate piece of paper make some notes about your experience and then put them into a logical order ____ What happened ____ What were the events that led up to it ____ What was the outcome ____

If you write what you know about, and if you organize your thoughts in a logical way, writing will be easier to do ____



Proofreading for Punctuation and Capital Letters

Step 1: Put a period at the end of each sentence. (Note: Each exercise has more than one sentence.)

Step 2: Circle each letter that should be a capital letter.

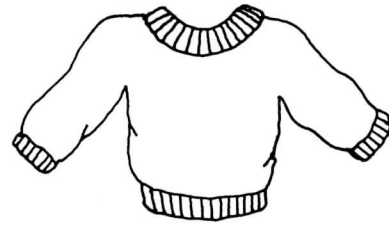
Rules: Capitalize the first letter of a sentence.

Capitalize the names of people, places, and months.

Gross Facts

1. The largest ice cream sundae weighed over ten thousand pounds high school students and the friendly ice cream company made it in 1980
2. the biggest snowfall occurred in colorado in april 1921 it snowed seventy-six inches in twenty-four hours
3. the largest diamond was found in a mine in south africa it weighed over one and a half pounds
4. students often find it hard to move from town to town imagine then how wilma williams felt she went to 265 different schools when she was a child
5. the author william faulkner wrote one of the longest sentences in the world there were more than thirteen hundred words in it
6. americans love pizza they eat 75 acres of pizza in one day
7. americans eat 5,000 tons of candy a day dentists fill half a million cavities a day
8. americans drink 17 million gallons of coffee a day they also drink 6 million gallons of tea

Name _____



Proofreading a Letter

Jerry's teacher has asked him to correct all the mistakes in his letter to Aunt Hilda. Help Jerry by finding and correcting his thirty-five mistakes. Add periods where they are needed and circle any letter that should be a capital. Add commas where they are needed in the heading, greeting, and closing of the letter.

15 eagle Lane
Chicago illinois
january 17 1986

Dear Aunt hilda

Thank you so very much for the bright orange sweatshirt that you sent me for my birthday i have never before seen one in that color mom thinks it is the perfect thing to wear when we go shopping together. I frequently wander off and she must spend additional time looking for me now she can find me wherever I go the other day we went to a big department store to buy some sneakers and stuff there was a sale going on. it was so crowded that you could hardly see the things on sale in a matter of minutes mom and i got separated. i got lost then i felt mom's hand on my shoulder she said my orange sweatshirt helped her find me.

Everyone in the family sends love. they are all extremely busy with school and work all of us help out in the store on weekends. I am finally old enough to help wait on customers.

Thank you again for the present

your nephew

Jerry

P.S. When are you coming for a visit

ANSWER KEY

Unit 1: Sentence Development

P. 1-2, Answers will vary.

P. 3, Combining Sentences

1. When the tightrope walker's foot slipped during the performance, she fell unhurt into the net.
2. When auditions were held for the school play, Margo tried out for the lead role.
3. When Laura untied the wide velvet ribbon and opened the large box, she laughed in delight.
4. After a new gorilla arrived at the zoo, he escaped from his cage and frightened the visitors.
5. After we went on a field trip to the zoo, we returned to school and ate lunch.
6. After David and Debbie spent the day working on their science project, Mom surprised them with a popcorn treat.

P. 4-6, Answers will vary.

Unit 2: Informative Paragraphs

P. 7-22, Answers will vary.

Unit 3: Sequential Paragraphs

P. 23, Finding Direction Words

1. inside, right, top
2. left, top
3. left, next to, near
4. straight, left, under, right, behind
5. Beneath, above
6. over, in front of, outside, bottom, next to
7. Inside, Outside
8. top, behind, near
9. straight, right, beside
10. in front of, behind

P. 24, Answers will vary.

P. 25, Finding Time-Sequence Words

- | | |
|--|----------------------|
| 1. First, Then | 4. After, Meanwhile |
| 2. Before, first | 5. 1492, before |
| 3. 4:00 P.M., finally, before, midnight | 6. first, next, last |

P. 26, Using Time-Sequence Words

- | | |
|--|-----------------------|
| 1. In the beginning (or first), after | 3. Before |
| 2. After, Meanwhile | 4. First, Then |
| | 5. Before, Next, then |

P. 27, Answers will vary.

Unit 4: News Reports

P. 28, Finding Facts and Opinions I

- | | | |
|------|-------|-------|
| 1. F | 6. F | 11. O |
| 2. F | 7. O | 12. F |
| 3. O | 8. F | 13. O |
| 4. F | 9. O | 14. O |
| 5. O | 10. F | 15. F |

P. 29, Finding Facts and Opinions II

- | | | |
|------|-------|-------|
| 1. O | 6. F | 11. F |
| 2. F | 7. O | 12. F |
| 3. O | 8. F | 13. O |
| 4. F | 9. O | 14. F |
| 5. F | 10. O | 15. O |

P. 30, Reading Lead Paragraphs

1. *Who:* 500 employees
What: hospitalized
When: yesterday
Where: Tamrack Chemical Plant,
Tenpen, Indiana
Why: burns and breathing difficulties
from chemical leak
2. *Who:* Harvard University
What: special events
When: this week
Where: Cambridge campus
Why: 350th anniversary

P. 31-37, Answers will vary.

Unit 5: Friendly Letters

P. 38-43, Answers will vary.

Unit 6: Business Letters

P. 44-47, Answers will vary.

Unit 7: Report Writing

P. 48, Taking Notes

1. (Note: Key words may vary slightly.)

The eagle is a bird who has been admired and feared by both ancient and modern people. The largest eagle can have a wing span of eight feet. Eagles can swoop down quickly from high perches and grasp prey with their sharp claws. The eagle has excellent vision and can easily spot its dinner crawling on the ground. Small rodents, snakes, and rabbits must be careful not to become the eagle's next meal.

Despite the adult eagle's great strength, its babies must have care for a long time. The babies cannot even leave the nest until they are two to three months old. For this reason, nests are built in high places where the babies will be safe from other animals.

2. Note: Note style may vary but should include above key words. Suggested notes:
bird - admired and feared by all
swoops down quickly
sharp claws
excellent vision
eats rabbits, snakes, and rodents
nests in high places to protect babies
babies cannot leave nest for 2-3 months

P. 49, Organizing Notes

- | | | |
|------|-------|-------|
| 1. H | 7. D | 13. D |
| 2. D | 8. P | 14. H |
| 3. D | 9. P | 15. H |
| 4. D | 10. P | 16. P |
| 5. D | 11. D | 17. P |
| 6. D | 12. D | |

ANSWER KEY (Continued)

P. 50, Writing Notes on Note Cards

TOPIC: TOOTHED WHALE

Sub: Size

- av. size: 10-20 ft.
- largest: 69 ft.
- Sperm whales are largest

Sub: Food

- eat fish, seals, polar bears
- large teeth rip up food

TOPIC: BALEEN WHALE

Sub: Size

- av. size: 50-70 ft. long
- largest: Blue Whale
- Blue whale is up to 100 ft. long

Sub: Food

- eat plankton and small fish
- have no teeth
- Baleen sifts tiny fish from water

P. 51-54, Answers will vary.

Unit 8: Proofreading

P. 55, Proofreading for Capital Letters

- a bear can eat thirty-five pounds of fish at a time.
- Some bears weigh almost two thousand pounds.
- The popular stuffed teddy bear was named after President Theodore Roosevelt.
- Most bear cubs are born in November.
- In 1846, a group of settlers in California declared their independence from Mexico. They called their state "the Bear Flag Republic."
- The North American grizzly bear is becoming extinct.
- Dr. William Faulkner wrote a famous short story called "The Bear."
- In Asia, black bears are trained to be dancing bears.
- Panda bears from China are not true bears.
- Brown bears can be found on three continents: Asia, Europe, and North America.

P. 56, Proofreading for End Punctuation

| | | |
|---------------|------------|-----------|
| paragraphs? | day. | easier. |
| task. | life. | recently. |
| about. | life. | order. |
| about? | home. | happened? |
| right. (or !) | now! (or.) | it? |
| lives. | Duck? | outcome? |
| know. | test? | do. |
| ideas. | later. | |

P. 57, Proofreading for Punctuation and Capital Letters

- The largest ice cream sundae weighed over ten thousand pounds. High school students and the Friendly Ice Cream Company made it in 1980.

- The biggest snowfall occurred in Colorado in April 1921. It snowed seventy-six inches in twenty-four hours.
- The largest diamond was found in a mine in South Africa. It weighed over one and a half pounds.
- Students often find it hard to move from town to town. Imagine then how Wilma Williams felt. She went to 265 different schools when she was a child.
- The author William Faulkner wrote one of the longest sentences in the world. There were more than thirteen hundred words in it.
- Americans love pizza. They eat 75 acres of pizza in one day.
- Americans eat 5,000 tons of candy a day. Dentists fill half a million cavities a day.
- Americans drink 17 million gallons of coffee a day. They also drink 6 million gallons of tea.

P. 58, Proofreading a Letter

2515 Eagle Lane
Chicago, Illinois
January 17, 1986

Dear Aunt Hilda,

Thank you so very much for the bright orange sweatshirt that you sent me for my birthday. I have never before seen one in that color. Mom thinks it is the perfect thing to wear when we go shopping together. I frequently wander off and she must spend additional time looking for me. How she can find me wherever I go. The other day we went to a big department store to buy some sneakers and stuff. There was a sale going on. It was so crowded that you could hardly see the things on sale. In a matter of minutes Mom and I got separated. I got lost then I felt Mom's hand on my shoulder. She said my orange sweatshirt helped her find me.

Everyone in the family sends love. They are all extremely busy with school and work. All of us help out in the store on weekends. I am finally old enough to help wait on customers.

Thank you again for the present.

Your nephew,

Jerry

P.S. When are you coming for a visit?

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