

WRITE SOURCE HANDBOOKS

Thoughtful Learning

STUDENT HANDBOOKS FOR WRITING, THINKING AND LEARNING

The **Write Source** authors are updating their **classic handbooks** through **Thoughtful Learning!** In these revised handbooks, you'll find **great models, topics, instruction, and art** — **all revamped for your 21st century students.**

WRITE SOURCE Handbooks contain **clear coverage of the writing process** and the **Six Traits of writing** through a consistent, easy-to-read style that **provides** explanations, guidelines for cross-curricular writing, annotated models, and test-taking strategies.

The **STUDENT HANDBOOK** has **five major sections**:

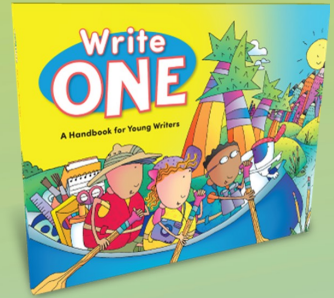
- The **Process of Writing** guides students from prewriting to publishing.
- The **Forms of Writing** helps students write in all modes.
- The **Tools of Learning** helps students effectively study, read, listen, speak, and take tests.
- The **Proofreaders' Guide** teaches punctuation, capitalization, spelling, grammar and much more.
- The **Student Almanac** supports writing across the curriculum.

The **FREE, ONLINE TEACHER'S GUIDE** leads you page by page through the student handbook, helping you know how to use the material in your class. You'll find **instructions and teaching tips, downloadable documents, related mini-lessons, alternative models, and much more:**

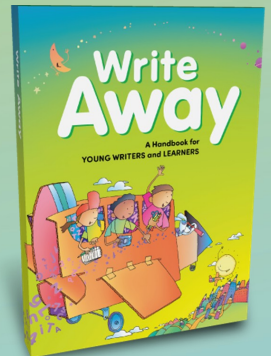
- Scope and Sequence
- Yearlong Timetable
- Getting-Started Activities
- Chapter-by-Chapter Guide to the Student Handbook
- Assessing Writing
- Activities and Handouts

The **SKILLSBOOKS** overflow with fun **language activities** that help students improve the correctness of their writing. The lessons complement with the writing units in the student handbooks, allowing students to **learn grammar skills and apply them immediately in their revising and editing.** The activities cover these conventions of language:

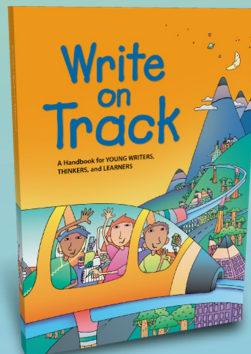
- Punctuation
- Mechanics
- Usage
- Spelling
- Sentences
- Grammar



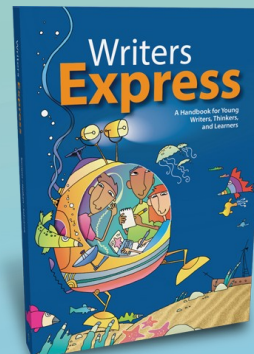
Grade 1



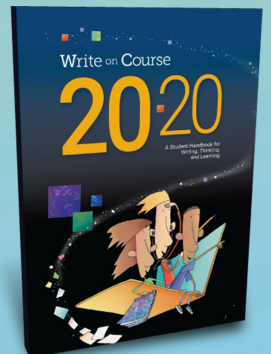
Grade 2



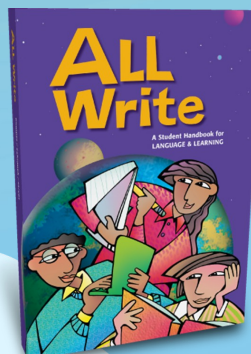
Grade 3



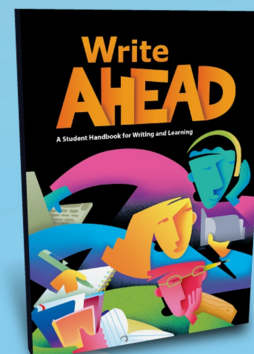
Grades 4-5



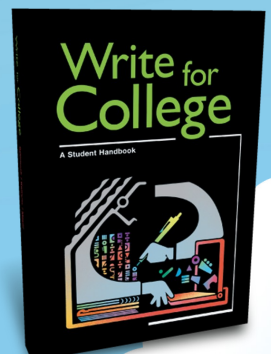
Grades 6-8



ELL Grades 6-8



Grades 9-10



Grades 11-12



About the Program

https://youtu.be/6xM6q2ea_h4

Exclusive Distributor:

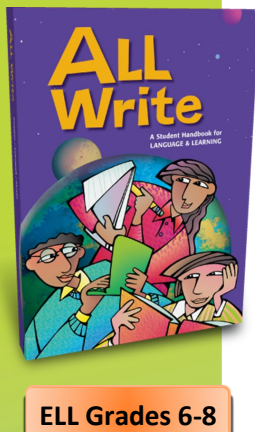

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Helping You Achieve Success!

The *All Write* handbook will help you improve your language skills and succeed in all your classes. The handbook has five main parts.

The Process of Writing (pages 1–105)

Part I helps you learn about writing so you are ready to complete your writing assignments.

The Forms of Writing (pages 106–243)

Part II covers all the important forms of writing—from writing explanations to building arguments. Plus, you'll learn how to write across the curriculum—in science, social studies, and math.

The Tools of Learning (pages 244–379)

Part III covers important learning skills like reading, speaking, and test taking—key skills that will help you become a more successful student.

Proofreader's Guide (pages 380–469)

Part IV answers all your questions about using the language correctly—from placing punctuation to understanding the parts of speech.

Student Almanac (pages 470–531)

Part V includes charts, graphs, glossaries, time lines, and maps that are fun to use in all your classes.

Good luck with your writing and learning!

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The Writing Process in Action

"Writing and rewriting is a constant search for what one is trying to say."

—John Updike

These two pages provide a closer look at the writing process. Use this information as a general writing guide. *Remember:* The writing process will help you do your best writing.

PREWRITING Choosing a Topic



1. Think of possible topics to write about. If you need help, use one of the selecting activities listed on pages 26–27. You could also study the list of writing ideas on page 28.
2. Choose a topic that really interests you, and make sure that it meets the requirements for your assignment.

Gathering Details



1. Collect details about your topic using one of the collecting activities listed on pages 30–31. If you already know a lot about your topic, you may not need to do much collecting.
2. You can also collect details by reading or talking about your topic.
3. Think of an interesting way to write about your topic.
4. Decide which details you will include in your writing. Also decide on the best method or way to organize these details. (See page 35 for help.)

A Basic Writing Guide 5

WRITING Writing the First Draft



1. Complete the first copy of your writing. This copy is called the *first draft*. Don't worry about making mistakes. Just get all of your ideas on paper.
2. Use your collecting and planning as a general guide. Also feel free to add new ideas as you go along.
3. Keep going until you express all of your ideas. Remember that your writing should have a beginning, a middle, and an ending.

REVISING Improving Your Writing



1. Read the first draft. Ask someone else to read it, too.
2. Decide which parts need to be revised or changed. For example, look for parts that seem confusing or out of order.
3. Improve your writing by rewriting, reordering, adding, or cutting different parts.

EDITING Checking for Errors



1. Check your revised writing for capitalization, punctuation, spelling, and grammar errors. (See pages 49–54 for help.)
2. Also ask someone else to check your writing for errors.
3. Prepare a neat final copy of your writing. Check it for any additional errors. This last check is called *proofreading*.

PUBLISHING Sharing Your Work

Share your writing with classmates, friends, and family.

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PREWRITING Choosing a Topic

For her writing assignment, Maria was asked to introduce her family, including her parents, any brothers or sisters, and any other close relatives. To get started, she simply listed the people she would write about.

Mother's Side
 Mother - Natalia Mouzitchkina
 Grandmother - Henrietta Repinskaya
 Grandfather - Vladimir Mouzitchkin
 Great-Grandfather - Niculus Repinsky

Father's Side
 Father - Alexander Ostrovsky
 Grandmother - Roxanne Monich

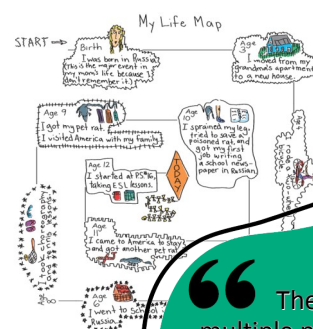
Gathering Details

Maria had to give the following types of information about her family: names, ages, jobs, hobbies, plus any other interesting facts. To gather this information, she asked her parents for help. She also made a collection sheet to keep her facts organized. Here is part of this sheet.

My Family	Natalia Mouzitchkina (mother)	Alexander Ostrovsky (father)	Henrietta Repinskaya (grandmother)
Date of Birth	Feb. 27, 1960	Aug. 14, 1957	Nov. 6, 1937
Job	artist	surgeon, sells medicine and medical equipment	journalist, works for radio

Prewriting 25

Draw a Life Map At different points on your map, draw pictures that represent important events in your life. Add numbers or dates to indicate your age or the year. Start with your birth and work right up to the present. Making your map will help you remember many things to write about. Maria Ostrovskaya created the life map below.



“The Handbooks provide multiple prewriting strategies, graphic organizers, and student models to guide students in the development of writing topics.”

The Process of Writing

One Writer's Process 11

WRITING Writing the First Draft

After Maria collected enough information, she freely wrote her first draft. (She knew she could make changes later on.) Maria decided to tell about her family in the following order: her parents, her grandparents on her mother's side, and then her grandparent on her father's side. Here is the beginning part of her first draft.

In the opening paragraph, the writer introduces her topic.

I am lucky to have such a wonderful family. They have always treat me like a special person. Now that I live in United States I don't get to see most of them. I live across the world from them. Writing about my family is good. It keeps my family close to my heart.

She continues by giving details about each family member.

I will start by telling about my mother. Her name is Natalia Mouzitchkina. She was born in the year of 1960. Her birthday is on February 27. She is an artist. My mother loves to sing and have a very good voice. Her hobbies are to go on trips and to bake foods on fire. She is a very understanding mom. She is the best person.

“Write Source helps students build quality drafts by providing scaffolded support.”

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Writing First Drafts

Writing is easier when you know a lot about your topic. So don't begin a first draft until you do three things:

1. Gather plenty of details about your topic.
2. Choose an interesting focus or part of the topic to write about.
3. Organize your ideas and details for writing.

Drafting Tips

- Use your planning as a guide. But add new ideas, too.
- Don't worry about making mistakes at this point.
- Include beginning, middle, and ending parts.
- Sound interested in your topic.

Writing the Beginning

If you are writing an essay or report, you need to write a beginning paragraph. If you are writing a paragraph, you need to start with a topic sentence. In either case, your beginning should introduce your topic and focus in an interesting way. Here are four ideas for beginnings:

1. Begin with interesting information about the topic.
2. Ask a question.
3. Start with a quotation. (Repeat someone else's words.)
4. Share a brief story about the topic.

Sample Beginning Paragraph

Early scientists could not figure out where many birds went during the cold months. One common idea was that they hibernated during the winter like bears and badgers. It wasn't until the last part of the 18th century that the science world really knew what was happening. Birds flew along seasonal migration routes from one climate to another. The migration of birds is one of nature's most amazing stories.

Interesting facts
 Focus statement

REVISING Improving Your Writing

Next, Maria carefully reviewed her first draft. She also read her first draft out loud to a partner. The partner's questions and comments helped Maria decide what to change.

The writer adds an article (the), crosses out unnecessary words, and combines two sentences.

I am lucky to have such a wonderful family. They have always treated me like a special person. Now that I live in the United States I don't get to see most of them. I live across the world from them. Writing about my family is good. It keeps my family close to my heart.

The writer changes two sentences adds an ending.

I will start by telling about my mother. Her name is Natalia Mouzitchkina. She was born in in Moscow, Russia. the year of 1960. Her birthday is on February 27. She is an artist. My mother loves to sing in her childhood, she sang in some school groups, and have a very good voice. Her hobbies are to go on trips and to bake foods on fire. She is a very understanding mom. She is the best person in the whole world!

“Write Source helps students master revision strategies for the Six Traits.”

Traits of Effective Writing

Checklist for Effective Writing

How can you tell if something you read or write includes the traits of effective writing? You can use the following checklist.

- ✓ **Strong Ideas**
 - The writing . . .
 - presents important and interesting information.
 - has a clear focus or purpose.
 - holds the reader's attention.
- ✓ **Logical Organization**
 - includes a clear beginning, middle, and ending.
 - uses specific details to support main ideas.
- ✓ **Appealing Voice**
 - shows enthusiasm for the topic.
 - speaks in a pleasing and sincere way.
- ✓ **Original Word Choice**
 - contains specific and colorful words.
 - uses a level of language that the audience can relate to.
- ✓ **Effective Sentence Style**
 - flows smoothly from sentence to sentence.
 - uses varied sentence beginnings and lengths.
- ✓ **Accurate Copy**
 - follows the basic rules of grammar, punctuation, and spelling.

Traits of Effective Writing

There are six main traits found in the best essays, stories, and reports. If you write with these traits in mind, you and your readers will be happy with the results.

Strong Ideas Good writing is interesting; it holds a reader's attention from start to finish. Writing that contains good ideas shows that a writer really cares a lot about his or her topic.

Logical Organization Good writing is well organized. It has a clearly developed beginning, middle, and ending, and each main point is carefully explained with examples and details. In short, good writing is easy to follow.

Appealing Voice In the best writing, you can hear the writer's voice. Voice is the special way a writer expresses ideas and feelings; it reveals the writer's personality. A strong personal voice shows that a writer really cares about his or her work.

Original Word Choice Good writing contains the best words. It includes vivid verbs (slither, tiptoe, sneak), specific nouns (mansion, avocado, convertible), and colorful modifiers (awkward, brilliant, hair-raising).

Effective Sentence Style Effective writing flows smoothly from sentence to sentence. Smooth sentences make writing enjoyable to read. Writers often vary sentence beginnings and lengths to give their writing a pleasing rhythm.

Accurate Copy Good writing follows the basic standards of punctuation, mechanics, usage, and spelling. It is edited with care to be sure that it is accurate and easy to follow.



EDITING Checking for Errors

Finally, Maria checked her revised writing for errors. She had another person check it as well. Then she corrected the errors and made a final copy. (She will also proofread her final draft before handing it in.)

The writer corrects a verb-tense error and adds two punctuation marks.

I am lucky to have such a wonderful family. They have always treated me like a special person. Now that I live in the United States I don't get to see most of them. Writing about my family keeps them close to my heart.

I will start by telling about my mother. Her name is Natalia Mouzitchkina. She was born in Moscow, Russia. Her birthday is on February 27. She is an artist. My mother loves to sing in her childhood, she sang in some school groups, and have a very good voice. Her hobbies are to go on trips and to bake foods on fire. She is a very understanding mom. She is the best person in the whole world!

Spelling and subject-verb agreement errors are corrected.

"My mother" is substituted to avoid repeating "she."

Learning About Editing

Editing cannot be completed in a hurry. Instead, you need to take your time and review your writing carefully using a step-by-step approach. You're ready to edit after you complete these tasks:

- You've revised your writing for its content (ideas, organization, and voice).
- You've set your writing aside for some time, preferably a day or two.

Editing Tips

Take pride in your writing. Your writing should reflect your best efforts, from your early planning through editing and proofreading.

Start with a clean copy. Skip every other line to make it easier to edit. If you are using a computer, print out a double-spaced copy of your writing.

Use a checklist. An editing checklist will help you focus on one type of error at a time. Without a checklist, you may try to check too many things all at once and miss many errors. (See page 54.)

Know your handbook. Turn to pages 52–53 to find a list of common errors to look for as you edit your work. To find even more rules and examples, go to the "Proofreader's Guide" (the yellow pages) at the back of your handbook. Refer to these resources whenever you have questions about editing.

Use your computer's grammar and spell-checker. These are helpful tools, but remember that they do not catch every error.

Ask a trusted editor for help. This person may find errors that you missed.

Identify frequent errors. Keep a list of errors that you commonly make in your writing. Learn how to correct these errors.

Colon

A colon is used in three special cases, including to show

one idea, put one dot on top of another one (5).

Use a colon between the parts of a number showing time.

My school starts at 7:45 a.m.
I'll meet you on the playground at 3:30.

Use a colon after the greeting in a business letter.

Dear Ms. Yolen: Dear Editor:
Dear Mr. Wilson: Dear Manager:

Use a colon to introduce a list.

I don't like to do these things:
take showers, do chores, or go to bed early.

Here's what I dream about:
sun, summer, and swimming pools.

Apostrophe

An apostrophe is used to make contractions or to show ownership.

An apostrophe looks like a comma, but it is placed between letters like this: It's lunchtime!

In Contractions Use an apostrophe to form a contraction. The apostrophe takes the place of one or more letters.

Contraction	Short For	Contraction	Short For
don't	do not	they're	they are
isn't	is not	you're	you are
it's	it is / it has	wasn't	was not

To Form Possessives (Ownership)

Singular Possessive

An apostrophe plus an s is added to a singular noun to show ownership. (Singular means "one.")

My friend's dog ate crumbs off of a dish. Then his dog tried to eat the dish!

Plural Possessive

An apostrophe is usually added after the s in a plural noun to show ownership. (Plural means "more than one.")

Both brothers' bikes have flat tires. For plural nouns not ending in s, an apostrophe plus an s must be added.

My mice's cage is a mess.

PUBLISHING Sharing Your Work

Maria produced a neat final copy of her essay to share with her classmates and teachers. She made sure that this copy was as clean and correct as she could make it. (See pages 56–57 for designing tips for final copies.) Here is a portion of Maria's first page.

Maria Ostrovskaya
Ms. Southwell
History
September 25, 2016

From Russia with Love
I am lucky to have such a wonderful family. They have always treated me like a special person. Now that I live in the United States, I don't get to see most of them. Writing about my family keeps them close to my heart.

Points to Remember . . .

Do the necessary prewriting. Maria knew a lot about her topic before she started writing. It helped her to organize her facts in lists before she began writing. Careful prewriting makes the rest of the writing process go more smoothly.

Write with confidence. After listing her facts, Maria was able to write her first draft freely and naturally.

Expect to make changes. Maria knew she would have to make changes to make her writing as clear and complete as possible. Remember: No writer, not even a professional author, ever gets it right the first time.

“Write Source offers students multiple ideas for publishing in the 21st century, and provides instructional strategies for building cross-curricular skills.”

“Write Source provides integrated grammar instruction with practice and application during each editing stage.”



Getting Started with WRITE SOURCE HANDBOOKS

Step 1

Go to the free Teacher Guides at

<https://k12.thoughtfullearning.com/resources/teachersguides>

- Select the suggested **Yearlong Timetable** to see what you'll be teaching.
- Select **Getting-Started Activities** to introduce the program.



Watch the **Video** - Getting Started with the Teacher's Guide

<https://bit.ly/3TevlZT>

Step 2

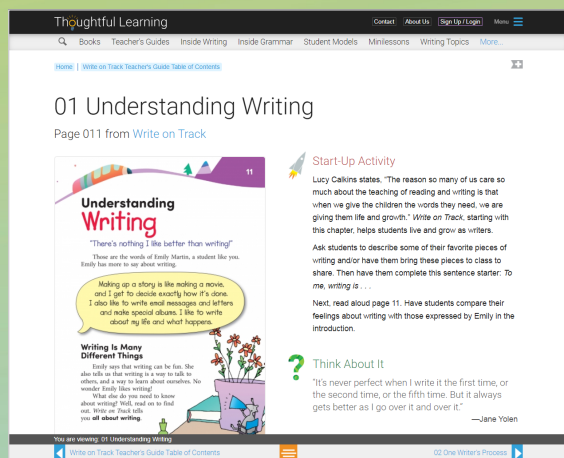
Select the chapter you want to teach, such as "A Basic Writing Guide."

- Read the **Start-Up Activity** and **Think About It** quotation.
- Note the Common Core State Standards you are teaching.
- Follow the **page-by-page guidelines** for teaching the material.
- Use **download activities, mini-lessons, additional models, more topics**, and many more resources.



Watch the **Video** - Using Chapter-by-Chapter Lessons

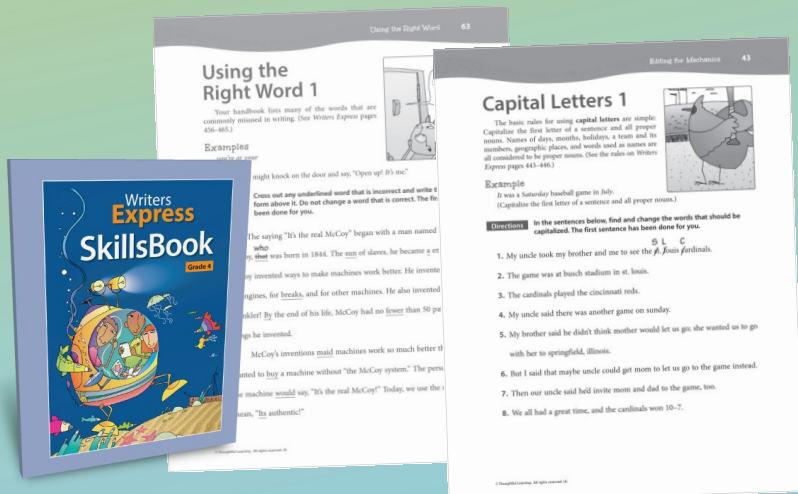
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Step 3

Integrate **SkillsBook** activities with authentic student writing.

- Assign skills activities from the corresponding SkillsBook as shown in the Yearlong Timetable.
- Have students immediately apply their learning to their current and future compositions.



Step 4

Assess writing using **checklists, peer-response sheets, rubrics, and sample assessments**.

- Prepare students for success on **high-stakes writing assessments**.



Watch the **Video** - Finding Assessment Resources

<https://bit.ly/3BXkdiH>

