

Writing is the Right Thing To Do

Introduction to the Basics

What is Writing?.....	1
History of Writing.....	2
Basic Grammar Knowledge.....	5
Punctuation & Word Use.....	8
Special Literary Devices.....	16
A Book & Its Many Characters.....	21
Types of Literature & Writers... ..	22
Basics Review.....	25

Critical Writing Skills

Developing a Topic.....	28
Brainstorming.....	29
Writing on Demand.....	31
Writing for an Audience.....	34
Speech Writing.....	37
Resume Writing.....	39
Admissions Essay.....	42
Letter Writing.....	44
Technical Writing.....	45
Critical Writing Skills Review..	47

Writing Styles

Essay Format.....	49
Descriptive Writing.....	51
Expressive Writing.....	54
Journaling.....	55
Narrative Essay Writing.....	56
Fiction & Non Fiction Writing..	58
Logical Writing.....	61
Argumentative Writing.....	63
News Writing.....	68
Writing About Literature.....	71
Writing Styles Review.....	73

Research Writing

Research Writing/Guidelines....	76
Finding a Topic/Researching Information.....	77
Making an Outline.....	79
Documenting Information.....	80
Writing a Report.....	84
Research Writing Review.....	87

Editing

Editing Your Paper/Spelling and Proper Word Use.....	89
Consistency.....	90
Tense.....	91
Reading Aloud.....	93
Proofreading Symbols.....	94
Editing Review.....	95

Ethics

What is Plagiarism?.....	98
Consequences/Standards.....	100
Ethics Review.....	102

Writing Projects

Projects and Puzzles.....	103
Decoding.....	105
Trick Words.....	106
Adverbs & Adjectives.....	107
Portmanteau Words.....	108
Writing Fun Facts.....	109
Answer Keys.....	112
Word Find.....	113
Index.....	115