



Common Language of Instruction Guide for the SIM Writing Strategies

Fundamentals of the Sentence Writing Strategy
Proficiency in Sentence Writing
Paragraph Writing Strategy
Fundamentals of Theme Writing Strategy

Error Writing Strategy
Mechanics CDS:
Capitalization, Punctuation, and Commas

Essay Test Taking Strategy

Riverbank Unified School District
2011-2012

Grade	Term	Definition
Fundamentals in the Sentence Writing Strategy		
5 Requirements of a Complete Sentence		
	1. capital letter	bigger than regular size letter signals that a new sentence is beginning (like a green light)
	2. end punctuation	punctuation marks that signal the end of a sentence (like a red light): period, question mark or exclamation point
	3. subject (S)	the person, place, thing, quality or idea that the sentence is about
	noun	a word that names a person, place, thing, quality or idea
	4. verb (V)	a word that shows the action or the state-of-being of the subject of the sentence
	action verb	a word that shows the action of the subject: body (physical) actions or mind (mental) actions,
	5. make sense	subject(s) and verb(s) work together to make sense (a complete sentence must have at least one subject and one verb)
	Simple Sentence Formulas	SV SSV SVV SSVV
	Sentence Writing Strategy Steps	Pick a formula Explore words to fit formula Note the words Search and check with MARK
	Search & Check with MARK	M (mark out imposters) A sk, “Is there a verb?” R oot out the subject Ask, “Who or what <u>(verb)</u> ?” K ey in on the <ul style="list-style-type: none"> • beginning (capital letter) • ending (end punctuation) • meaning (makes sense)

	Linking Verbs (9)	a words that links the subject to another word that describes the subject: am, are, is, was, were, seem, be been, become
	Search & Check: M Step	Mark out imposters <ul style="list-style-type: none"> • infinitives • prepositional phrases
	Infinitive (I)	Is made up of two words – the word “to” and a verb (to <u>verb</u>): to run, to ask, to think...
	prepositional phrase (P)	A phrase that starts with a preposition and ends with a noun or pronoun
	adjectives	a word that describes a noun
	simple subject	the one word that best tells what the sentence is about
	helping verbs	words that help the main verb show the action in a sentence
	adverb	words that add information about the action of the subject of the sentence
Proficiency in the Sentence Writing Strategy		
	Sentence Writing Strategy Steps	Pick a formula Explore words to fit formula Note the words Search and check with MARK
	simple sentence	a sentence with one independent clause
	independent clause (I)	a group of words that <ol style="list-style-type: none"> 1) makes a complete statement 2) has a subject and a verb
	subject	what the sentence is about
	verb	the word that shows action or state-of-being of the subject
	compound sentence	a sentence with two or <i>more</i> independent clauses.
	coordinating conjunction (7)	a word that is used with a comma to join two independent clauses: ,for ,and ,nor ,but ,or ,yet ,so (Fan Boys)
	Semicolon (;)	can be used to join the independent clauses of a compound sentence
	Compound	I,cl

	Sentence Formulas	I;l (See Appendix C for enrichment activities for compound sentences.)
	complex sentence	a sentence with one independent clause and one or <i>more</i> dependent clauses.
	dependent clause (D)	a group of words with a subject and verb that cannot stand alone.
	subordinating conjunctions	words that show the relationship of the dependent clause to the independent clause; see Cue Card
	Complex Sentence Formulas	D,I ID (See Appendix C for enrichment activities for complex sentences.)
	compound-complex sentence	a sentence with two or <i>more</i> independent clauses and at least one dependent clause
	Compound-Complex Sentence Formulas	D,I,cl ID,cl I,clD D,I;l ID;l I;lD (See Appendix C for enrichment activities for compound-complex sentences.)
The Paragraph Writing Strategy		
	Parts of a Paragraph	Title Introduction (Topic Sentence) Body (Detail Sentences) Conclusion (Clincher Sentence)
	Sentence Types	Topic, Detail and Clincher
	Topic Sentence	usually the first sentence, introduces the main idea, and sometimes introduces the specific details (tells the reader what the paragraph is about)
	Types of Topic sentences	General, Clueing, and Specific
	General Topic sentence	names the main idea of the paragraph
	Clueing Topic sentence	names the main idea and gives a clue about the details to be covered (Clue Word)
	Specific Topic sentence	names the main idea and names the specific details to be covered

	Detail Sentence	discusses one of the details in the paragraph and sometimes shows the relationship between a detail and the rest of the paragraph
	Transition	Signals the introduction of a new detail and shows the relationship between the detail and the rest of the paragraph
	Types of detail sentences	Lead-off (L) parallel to other Lead-off sentences Follow-up (F)
	Lead-off	Introduces a new major detail and contains a transition
	Follow-up	Provides more information about the major detail
	Requirements for a Detail Sentence:	Contain related information Be in a logical sequence with other sentences Include a transition if it introduces a new detail Be written from the same point of view as other sentences Be written in the same tense as other sentences
	Points of View	First Person: The Writer (I – We) Second Person: The Reader(s) (You –You) Third Person: The Others (He, She, It – They)
	Tenses	Past, present, future
	Clincher Sentence	Is the last sentence in the paragraph Closes the paragraph Names the main idea of the paragraph Sometimes summarizes or names the details of the paragraph Is a different type from the topic sentence
	Concluding transitions	Words that tell the reader that the paragraph is finished
	Types of Clincher Sentences	General, Clueing, Specific
	General Clincher Sentence	Summarizes the main idea of the paragraph and makes the reader think more about the topic
	Clueing Clincher Sentence	Names the main idea and ties the details together with a Clue Word
	Specific Clincher Sentence	Names the main idea and names the specific details that were covered in the paragraph order

	Paragraph Writing Strategy Steps	Set up a diagram Create the title Reveal the topic Iron out the details Bind it together with a clincher Edit your work
	Parts of the Paragraph Diagram	1. Topic 2. Details 3. Sequence 4. Order (of details) 5. Transitions (for details) 6. Point of View 7. Tense
	Types of Paragraphs	Sequential (describes details in a specific order) Descriptive (tells about people, places, events, qualities and things through what the writer sees, hears, tastes, smells, and/or feels) Expository (explains something) Compare and Contrast (shows how people, places, things, qualities, or ideas are alike and/or different)
	Sequential Paragraphs	1) Narrative (tells a story about a sequence of events) 2) Step-by-Step (tells how to do something in a step-by-step manner)
	Descriptive Paragraph	What a writer sees, hears, tastes, smells and/or feels
	Expository Paragraph	Facts (explains something through facts) Reasons (persuades through reasons) Examples (explains something through examples)
	Compare and Contrast	Compare (shows how they are alike) Contrast (shows how they are different) Compare and Contrast (shows how they are alike and different)
Error Monitoring Strategy		
	Most Common Mistakes in Writing	Capitalization Overall Appearance Punctuation Spelling
	Proper Noun	The name that belongs to one person. Place, thing or special group of persons or things

	Common Noun	Any other noun representing a person, place, thing, quality or idea
	Capitalization Questions	1) Have I capitalized the first word of the sentence? 2) Have I capitalized all of the proper nouns in the sentences?
	Overall Appearance Questions	1) Is my handwriting/word processing easy to read, on the line, and not crowded? 2) Are my words and sentences spaced right? 3) Did I indent and write close to the margin? 4) Are there any messy errors?
	Punctuation Questions	1) Did I use the right punctuation mark at the end of each sentence? (period, question mark, exclamation point) 2) Did I use commas and semicolons where necessary? (compound, complex, compound-complex sentences, items in a series)
	Spelling Questions	1) Does it look right? 2) Can I sound it out? 3) Have I used the dictionary/spell checker?
	The Error Monitoring Strategy Steps	Write on every other line using “PENS” Read the paper for meaning Interrogate yourself using the “COPS” questions Take the paper to someone for help Execute a final copy Reread your paper
	“COPS” Questions	1. Have I capitalized the first word and proper nouns? 2. Have I made any handwriting/word processing, margin, messy, or spacing errors? 3. Have I used end punctuation, commas, and semicolons correctly? 4. Do the words look like they’re spelled right, can I sound them out or should I use a dictionary/spell checker?
The Mechanics CDs: Capitalization, Punctuation, and Commas		
	Capitalization Program	Lesson 1: Caps give a sentence wings Lesson 2: Caps highlight people, places & things Lesson 3: Caps start out each speech

		Lesson 4: Caps help titles teach
	Punctuation Program	Lesson 1: At the end of sentences, remember to punctuate.!? Be sure to use periods when you abbreviate. Lesson 2: Call on apostrophes to possess and contract Lesson 3: Drop in hyphens to combine and divide but not subtract Lesson 4: Enter Quotation marks in sets of four Lesson 5: Fill in colons for time, lists, and more Lesson 6: Go for the final take! Use semicolons to join and separate.
	Commas Program	Lesson 1: Commas like to introduce Lesson 2: Commas like to hang in groups Lesson 3: Commas like to make a match Lesson 4: Commas like to take out trash Lesson 5: Commas like to be in conversations Lesson 6: Commas like to be in addresses, dates and salutations

Fundamentals in the Theme Writing Strategy

	Parts of a Theme	Title Introduction (Introductory Paragraph) Body (Detail Paragraphs) Conclusion (Concluding Paragraph)
	Theme Writing Strategy Steps	Think Organize it Write a draft Evaluate it Refine it
	Subtopics	Focus on a main idea related to the topic Relate to each other and the topic in a similar way
	Purpose of the Introductory Paragraph	Grabs the reader's attention Makes the reader want to read more Provides a preview of the rest of the theme
	Parts of the introductory paragraph	Topic Sentence Detail Sentences Thesis Statement
	Introductory Options	Definitions Descriptions Stories Scene Description Historical Facts/Events

		Exciting Details Quotations Warnings Problems/Questions Provocative Statements Combinations
	Purpose of the Concluding Paragraph	Closes the theme Reviews the information in the theme Makes the reader think more about the theme
	Parts of a Concluding Paragraph	Concluding Transition Sentence Detail Sentences Clincher Sentence
	Concluding Options	Summary Suggestions Moral Opinions Cautions Combinations
	Introductory Paragraph: Topic Sentence	Names the theme topic Starts the reader thinking about the topic or grabs the reader's attention Sometimes introduces the Introductory Option
	Introductory Paragraph: Detail Sentences	Cover the chosen Introductory Option Provide background information Preview the rest of the theme
	Structures for Detail Sentences	Subtopic Structure Lead-off/Follow-up Structure Open Structure
	Introductory Paragraph: Subtopic Structure	Topic Sentence Detail Sentences Background Sentence Sentence about Subtopic 1 Sentence about Subtopic 2 Sentence about Subtopic 3 Thesis Statement
	Introductory Paragraph: Lead-off/Follow-up Structure	Topic Sentence Detail Sentences Lead-off Sentence Follow-up Sentence Lead-off Sentence

		Follow-up Sentence
		Thesis Statement
	Introductory Paragraph: Open Structure	Topic Sentence <u>Detail Sentences</u> Detail Sentence 1 Detail Sentence 2 Detail Sentence 3 Thesis Statement
	Thesis Statement	Includes the theme topic Names the subtopics Leads into the rest of the theme in a graceful way
	Purpose of a Detail Paragraph	Covers information related to one of the subtopics Helps to form the body of a theme
	Parts of a Detail Paragraph	Topic/Transition Sentence Lead-off Sentences Follow-up Sentences
	Detail Paragraph: Topic Transition Sentence	Names the theme topic Names the subtopic Provides a connection between the new paragraph and other paragraphs (transition word or phrase) Sometimes clues the reader about the details or names the details in the paragraph (with a Clueing or Specific Topic Sentence)
	Detail Paragraphs: Detail Sentence	Cover the information under the subtopic Include transitions related to the sequence (in Lead-off Sentences) Follow the specified order on the TOWER diagram Represent a variety of sentence types
	Concluding Paragraph: Concluding Transition Sentence	Names the theme topic Tells the reader that the theme is ending (includes a Concluding Transition) Names or ties the subtopics together Sometimes introduces the Concluding Option
	Concluding Paragraph: Detail Sentences	Cover information related to the Concluding Option Summarize content Review the main message
	Structures for Concluding Paragraph	Subtopic Structure Lead-off/Follow-up Structure Open Structure

Concluding Paragraph: Subtopic Structure	Concluding Transition Sentence <u>Detail Sentences</u> Sentence about Concluding Option Sentence about Subtopic 1 Sentence about Subtopic 2 Sentence about Subtopic 3 Clincher Sentence
Concluding Paragraph: Lead-off/Follow-up Structure	Concluding Transition Sentence <u>Detail Sentences</u> Lead-off sentence Follow-up sentence Lead-off sentence Follow-up sentence Clincher
Concluding Paragraph: Open Structure	Concluding Transition <u>Detail Sentences</u> Sentence about Concluding Option Detail Sentence 1 Detail Sentence 2 Detail Sentence 3 Clincher Sentence
Concluding Paragraph: Clincher Sentence	Is the last sentence in a theme Closes the theme Names the theme topic Summarizes the details in the Concluding Paragraph or restates the main message

Essay Test Taking Strategy

Essay Test Taking Strategy Steps	Analyze the Action Words Notice the Requirements Set up an Outline (or Frame) Work in Details Engineer your Answer Review your Answer
Step 1: Analyze the Action Words	Read the question carefully Underline key action words
Step 2: Notice the Requirements	Scan and mark Change it into your own words

		Arrange the times Name your goal
	Parts of Outline (or Frame)	Main Ideas Details Numbers (for details)
	Step 3: Set up an Outline (or Frame)	List main ideas Leave space underneath each main idea
	Step 4: Work in Details	Indent details under main ideas Add numbers
	General Rules for Abbreviations	Rule 1: Use typical abbreviations Rule 2: Omit vowels Rule 3: Use initials Rule 4: Use first two or three letters
	Step 5: Engineer your Answer	Write an Introductory paragraph (or sentences) Write a Detail Paragraph (or sentence) about each main idea
	Parts of a Detail Paragraph for Essay Answers	Topic Sentence Detail Sentences
	Step 6: Review your Answer	Check that all parts of the question are answered Check that outlined items are included Polish your answer