



Teacher Guide



Our resource has been created for ease of use by both **TEACHERS** and **STUDENTS** alike.

Introduction



Learning to express themselves in writing is both an art and a science for students.

The primary objective of these “How to” composition guides is to teach the process or science of writing. The author has taken care throughout this study guide to emphasize the concept that writing anything from a short paragraph to a long research report should be done by using the steps of prewriting, drafting, revising, proofreading, and publishing which make up the writing process.



passage and extend their learning. Students are asked to give thoughtful consideration of the reading passage through creative and evaluative short-answer questions, research, and extension activities.

Writing Tasks are included to further develop students’ thinking skills and understanding of the concepts. The **Assessment Rubric** (page 4) is a useful tool for evaluating students’ responses to many of the activities in our resource. The **Comprehension Quiz** (page 48) can be used for either a follow-up review or assessment at the completion of the unit.

PICTURE CUES

This resource contains three main types of pages, each with a different purpose and use. A **Picture Cue** at the top of each page shows, at a glance, what the page is for.

Teacher Guide

- Information and tools for the teacher



Student Handout

- Reproducible worksheets and activities



Easy Marking™ Answer Key

- Answers for student activities

The “Writing Watch Dog” emphasizes important concepts throughout the book. Readily available definitions of terms as well as many opportunities to practice the skills being taught make this book user-friendly and easy to understand. In addition, the objectives used in this book are structured using Bloom’s Taxonomy of Learning to ensure educational appropriateness.

How Is Our Resource Organized?

STUDENT HANDOUTS

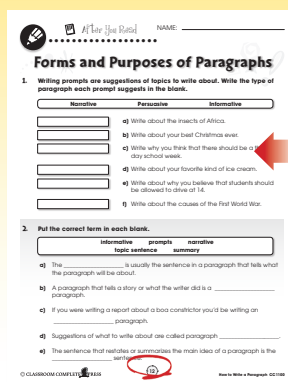
Reading passages and **activities** (in the form of reproducible worksheets) make up the majority of our resource. The reading passages present important grade-appropriate information and concepts related to the topic. Embedded in each passage are one or more questions that ensure students understand what they have read.

For each reading passage there are **BEFORE YOU READ** activities and **AFTER YOU READ** activities.

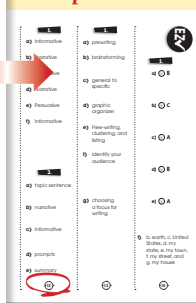
- The **BEFORE YOU READ** activities prepare students for reading by setting a purpose for reading. They stimulate background knowledge and experience, and guide students to make connections between what they know and what they will learn. Important concepts and vocabulary from the chapters are also presented.
- The **AFTER YOU READ** activities check students’ comprehension of the concepts presented in the reading

EASY MARKING™ ANSWER KEY

Marking students’ worksheets is fast and easy with this **Answer Key**. Answers are listed in columns – just line up the column with its corresponding worksheet, as shown, and see how every question matches up with its answer!



Every question matches up with its answer!





Proofreading your Paragraph

Revision is the third step in the writing process. In it you reread your paragraph and decide if the information is presented in the most understandable way. When you make any changes or revisions, you should also proofread, or look for mistakes in your writing.

Proofreading is the fourth step in the writing process.

The first steps in proofreading are to:

1. read your essay aloud again.
2. examine your paragraphs – look at the length, supporting sentence(s), and topic sentence of each one.
3. keep track of the kinds of mistakes you make more than one time in an essay.

Checking for spelling errors is the first step in proofreading. Every writer makes a spelling mistake once in awhile. Your goal as a writer should be to try to keep from making the same mistake over and over again. If you think that a word is misspelled, ask yourself, "Does it look right?" If a word doesn't look right, use your **dictionary** to check its spelling. There are several words that are often misspelled or misused. Some of the most commonly misspelled words are **its** and **it's**, **their** and **there**, and **your** and **you're**.

You will run across some words that are known as **Demon Words**. These words may look as if they are spelled incorrectly even when they are right! Demon words are very easy to misspell. The **top 100 Demon Words** are:

a lot	didn't	something	happened	through	you're	Mom	piece
again	different	sometimes	heard	to	whole	off	probably
always	doesn't	stopped	I'm	too	finally	where	TV
and	don't	that's	into	tried	friend	let's	until
another	especially	one	they	then	friends	their	upon
beautiful	everybody	our	Halloween	there	getting	we're	usually
because	everyone	outside	really	there's	which	went	want
before	everything	it's	said	when	Christmas	were	Dad's
believe	except	knew	school	maybe	clothes	thought	decided
buy	excited	know	they're	favorite	caught	by	write



Comprehension Quiz

13

Put the letter of the correct term beside its definition:

- | | | | | |
|----------|------------------------|--------------------------|--|-----------|
| A | 5 W's Chart | <input type="checkbox"/> | an essay scoring guide | 1 |
| B | Venn Diagram | <input type="checkbox"/> | means "to see again"; the third step in the writing process | 2 |
| C | Cause and Effect Chart | <input type="checkbox"/> | anyone who reads, sees, or hears a message or composition | 3 |
| D | drafting | <input type="checkbox"/> | a type of graphic organizer used in the prewriting stage that lets the writer think about and list the "Who, When, Where, What, and Why" of a story or event | 4 |
| E | audience | <input type="checkbox"/> | a graphic organizer to use during the drafting stage of writing | 5 |
| F | Paragraph Sandwich | <input type="checkbox"/> | a diagram made up of two or more intersecting circles representing relationships among concepts. It is a good way to compare and contrast two ideas or things and to organize your thoughts for prewriting | 6 |
| G | revision | <input type="checkbox"/> | a graphic organizer used in prewriting that shows the relationship between two events when one of the events is the reason the other occurred | 7 |
| H | rubric | <input type="checkbox"/> | the second step in the writing process | 8 |
| I | proofreading | <input type="checkbox"/> | ideas of how things should be that may not always hold true | 9 |
| J | demon words | <input type="checkbox"/> | something that can always be proven | 10 |
| K | dictionary | <input type="checkbox"/> | the best place to check the spelling of a word | 11 |
| L | fact | <input type="checkbox"/> | 100 words that may look misspelled even when they are not | 12 |
| M | opinion | <input type="checkbox"/> | the fourth step in the writing process | 13 |

SUBTOTAL: /13

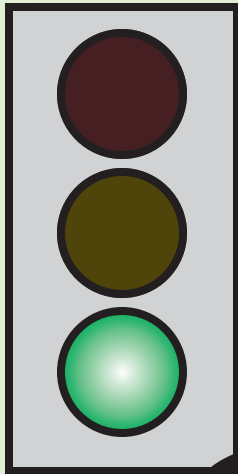
Transition or Linking Words



Some linking words tell you the order of things. You know that the colors of a traffic light are green, yellow, and red. Green means "go" – there is more to come. Yellow means "caution, or slow down". Red means "stop" or "this is the end". There are many other words that mean, "go", "slow down" or "stop". Review them on the Traffic Light Words List below. **Remember that these words are linking or transition words.**

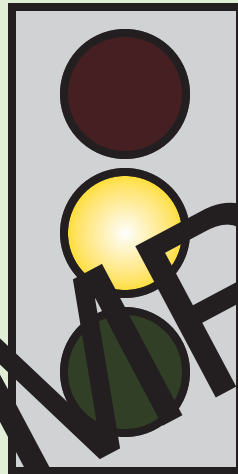
Traffic Light Words

Green Light Words



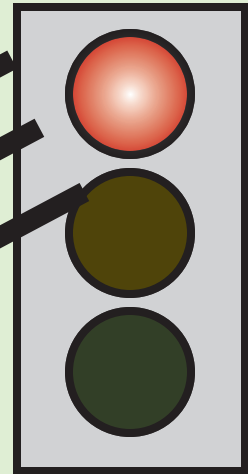
first
in the beginning
firstly
prior
immediately
today

Yellow Light Words



second
next
then
in the meantime
during
meanwhile
until

Red Light Words



ninth
finally
last
in conclusion
in the end
after
afterward
subsequently

SAMPLE