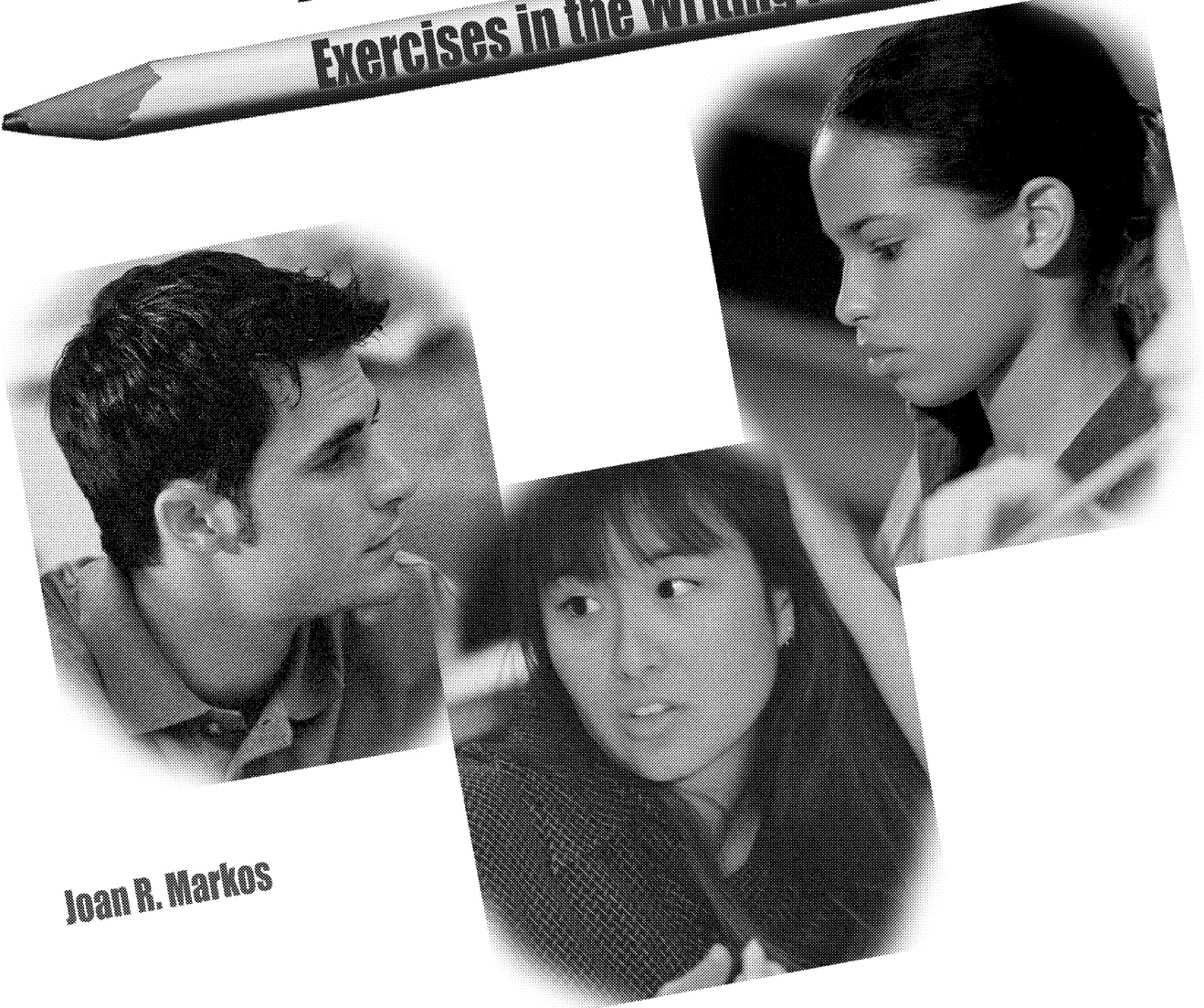


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Edit! Revise! Rewrite!



Joan R. Markos



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HOW TO USE THIS PUBLICATION

Edit! Revise! Rewrite! contains a series of student letters, paragraphs, and essays that contain errors in the following areas: agreement between subjects and verbs, agreement between pronouns and antecedents, poor or vague word choices, and poor organization and format. Units I and II include letters, Units III and IV include paragraphs, and Units V and VI, essays.

The units are designed as self-contained “writing packs.” Each unit, therefore, should be photocopied in its entirety and given to students all at once. This is important to their understanding of writing as a sequential process. Each unit contains four sections and begins with thorough instructions that cover the entire unit.

Each writing section is divided into a three-step process: the first rough draft, the edited rough draft, and the corrected and revised final draft. Section by section, students gain more and more confidence and independence as they practice the writing process.

The first section in each unit illustrates the three-step process. Examples of the first rough draft, the edited rough draft, and the corrected and revised final draft are provided for examination and discussion.

The second section contains completed examples of the first two steps: the first rough draft and the edited rough draft. Students apply their learning by making the corrections and revisions and writing the final draft, thus completing step three.

The third section includes the first step of the writing process, the first rough draft. Students are given the opportunity to practice their skills by proofreading and editing the rough draft and then correcting, revising, and writing the final draft. This is the synthesis section.

The fourth section of each unit is an extension activity that students complete on a separate sheet of paper. It brings together three steps of the writing process. Students write a rough draft, edit the rough draft, and write a final draft.

Guide sheets, study sheets, tip sheets, and topic sheets for writing are included in the section Student Resource Pages beginning on page 57. They can be used to aid teacher instruction and can be distributed to students.

The emphasis of *Edit! Revise! Rewrite!* is upon the process itself, not the outcome; however, students will discover that by applying this three-step process, their final-draft writings will improve.

Clear, precise, well-developed, and effective writing will surely be an asset to students and, in turn, to their teachers. The goal of *Edit! Revise! Rewrite!* is to benefit both.

Dear Student,

Good writing is essential in your life. The more you write, the easier the writing process becomes. Just as you needed to practice learning to walk and to talk when you were a child, you need to practice your writing skills when you grow older.

An important point to keep in mind is that while writing well is not easy, neither was learning to walk and to talk. Keep in mind, however, that all three skills are important to learn if you wish to survive and function well as an adult.

As a child, you were not embarrassed to wobble, fall, and get up again, until finally you took your first steps and walked. You were not ashamed or shy about repeating pronunciations of words incorrectly until you learned the correct pronunciation of words and spoke well.

Similarly, your attitude toward writing and your willingness to write, proofread, revise, and rewrite is very important. Practice does make perfect.

Edit! Revise! Rewrite! is based upon that theory. Its purpose is to erase your fear of making mistakes by giving you many opportunities to practice the proofreading, correcting, and revising process.

Once these good habits are established, your writing will become more effective and clearer to your readers. Most important, the writing process will become a natural part of your life and as essential as walking and talking.

Good luck and good writing!

Sincerely,



Joan R. Markos



UNIT III — PARAGRAPHS

Unit Introduction and Directions

In Unit III you will learn the basics of good paragraph writing. Your goal is a coherent and well-organized paragraph. There are several kinds of paragraph writing, each based on the needs of the writer and the intended audience. You'll be given examples of descriptive paragraphs—one of the most common kinds. The purpose of a descriptive paragraph is to create an impression of a person, an object, or a scene. Note the use of modifying words, sensory images, and details in the sample paragraphs.

Section 1 of this unit provides examples of the three steps in the writing process.

- Step 1* The *rough draft* contains several kinds of common errors. First, read the entire paragraph. (Use the *Suggestions for Writing Paragraphs* located in the appendix for comparison.) Then carefully reread the paragraph, noting the errors you find.
- Step 2* The *edited rough draft* presents the same paragraph after editing. Study it and note the editing symbols used and the suggestions and comments made in the margins.
- Step 3* The third and last step is the *final draft*, which is a carefully rewritten copy of the same paragraph, using the marks and suggestions from the edited rough draft. Use the *Editing Symbols* sheet located in the appendix to help you understand the markings and their meanings.

In **Section 2** of this unit, you are given steps 1 and 2 of a different paragraph for study. When you understand the editing marks and comments in step 2 and how to make those changes, use an additional sheet of paper to do step 3—a perfect final copy of the paragraph.

Section 3 presents only the rough draft of a new paragraph. Applying what you have learned in previous sections, read the rough draft carefully and find the errors in form, content, punctuation, and spelling. Edit the rough draft using the *Suggestions for Writing Paragraphs* and *Editing Symbols* sheets. When you are satisfied that it is correct, complete step 3, providing a perfect final draft of the paragraph.

Section 4 is the following extension activity for you to complete independently:

- Step 1* Compose a paragraph of your choice, following your teacher's specific instructions, if any.
- Step 2* Edit your rough draft, using editing symbols and adding comments and suggestions in the margins.
- Step 3* Rewrite the paragraph in final form, following all editing marks and comments. Turn in all three paragraphs to your teacher for evaluation.



UNIT III, SECTION 1 ROUGH DRAFT



The Man

As the darkness comes over him, he feels a small pain of loneliness, a pain which is no stranger to him. He hears the call of the whippoorwill echoing through the darkening forest. As the moon appears above the wooded horizon. Thoughts of daybreak and sunshine are near. The crisp, clean scent of the pines fill the air. The breeze is gentle on his face. The blazing fire offers him the warmth and peace he seldom knows. A thousand dancing images, like mirrors of his life, shows up upon the rippling lake. Aglow with the moon's light. The smell of freshly brewed coffee is good. He takes a sip, savoring its almost bitter taste. At last content, yet still alone, he kills the fire, as if to make his final comment to the world. The owl's hoot reminds him of his search for wisdom; the passing years has dispelled his youthful desires. At last, he sleeps.



UNIT III, SECTION 1
EDITED ROUGH DRAFT

The Man

weak title

As the darkness comes over him, he feels a small pain of loneliness, a pain which is no stranger to him. He hears the call of the whippoorwill echoing through the darkening forest. As the moon appears above the wooded horizon. Thoughts of daybreak and sunshine are near. The crisp, clean scent of the pines fill the air. The breeze is gentle on his face. The blazing fire offers him the warmth and peace he seldom knows. A thousand dancing images, like mirrors of his life, shows up upon the rippling lake. Aglow with the moon's light. The smell of freshly brewed coffee is good. He takes a sip, savoring its almost bitter taste. At last content, yet still alone, he kills the fire, as if to make his final comment to the world. The owl's hoot reminds him of his search for wisdom; the passing years has dispelled his youthful desires. At last, he sleeps.

Your imagery is vivid.

Revise your organization by placing similar ideas and topics side by side, i.e., the moon, the fire.

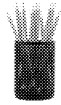
Make your description build to an effective conclusion.



UNIT III, SECTION 1
FINAL DRAFT

Reflections of a Man

As the darkness envelops him, he feels a small pain of loneliness, a pain to which he is no stranger. He hears the call of the whippoorwill echoing through the darkening forest. As the moon appears above the wooded horizon, a thousand dancing images, like mirrors of his life, appear upon the rippling lake, which is aglow with the moon's light. These reflections, coupled with the hoot of an owl, remind him of his search for wisdom; the passing years have finally dispelled his youthful search. The crisp, clean scent of the pines fills the air; the breeze falls gently on his face. The smell of freshly brewed coffee is inviting. Savoring its almost bitter taste, he takes a sip. He gazes into the fire, which offers him the warmth and peace he seldom knows. Content, yet still alone, he extinguishes the flames, as if to make his final comment to the world. At last, he sleeps.



UNIT III, SECTION 2 ROUGH DRAFT



Video Space Game

I turn on my computer, click to begin the game, and instantly, my favorite alien appears before you on my new monitor. I see every detail of his creased and wrinkled green brow and notice the brightness of his twinkling eyes. He looked real on the screen. In his hand, he holds a lamp. He grins and tells me to watch closely for my signal from the lamp, then, he disappears and I watch and wait. Suddenly, the lamps lightbulb becaomes as bright as a blazing hot sun. I turn away briefly from almost feeling blinded from the glow, Then, I watch the lamp's colors appear and change from radiant red to yellow green to turquoise to a reddish orange and finally back to yellow. Then—zap! What looked like a lamp and then the sun becomes a spaceship who's colors are a kaleidoscope that promise an hour of adventure and fun for the next hour. The door of the spaceship opens. I am ready for the fun.

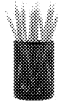


UNIT III, SECTION 2
EDITED ROUGH DRAFT

Video Space Game

I turn on my computer, click to begin the game, and instantly, my favorite alien appears before you on my new monitor. I see every detail of his creased and wrinkled green brow and notice the brightness of his twinkling eyes. He looked real on the screen. In his hand, he holds a lamp. He grins and tells me to watch closely for my signal from the lamp, then, he disappears and I watch and wait. Suddenly, the lamp's lightbulb becomes as bright as a blazing hot sun. I turn away briefly from almost feeling blinded from the glow. Then, I watch the lamp's colors appear and change from radiant red to yellow green to turquoise to a reddish orange and finally back to yellow. Then—zap! What looked like a lamp and then the sun becomes a spaceship who's colors are a kaleidoscope that promise an hour of adventure and fun for the next hour.

The door of the spaceship opens. I am ready for the fun.



UNIT III, SECTION 3 ROUGH DRAFT



Water and Dreams

As I gazed out over the ocean. Big waves gushed into the shore and then went back into the sea, rhythmically and hypnotically. As each reaches its peak, they frothed before breaking up and heading toward the land. The wind mixed with the surf produced a sound like shuffling feet on dry leaves, the moisture and air hit my body, it refreshes my burning, hot skin. My breathing began to match the rhythm of the waves, while my mind wandered. Lying on the white sand, watching my shadow cast reflections of birds that are flying overhead like airplanes riding a roller coaster in the sky above. They fly and dance and play and make me smile. Above the deep blue of the ocean is an aqua sky, peppered with fluffy white clouds.



SUGGESTIONS FOR WRITING PARAGRAPHS

Prewriting

1. Begin by brainstorming as many possible ideas as you can for your paragraph.
2. Choose one idea or topic and start to focus on it.
3. Think about what your purpose for writing about this might be.
4. Think about who might read your paragraph or who your audience will be.
5. Then, write a topic sentence.
 - Make sure it is general enough to allow you to develop your ideas.
 - Make sure it is limited enough to focus effectively.
6. Brainstorm ways to develop your paragraph.
 - If you wish to inform your readers about your subject, use facts and ideas to develop your paragraph.
 - If you wish to show your readers your point, use examples to develop your paragraph.
 - If you wish to relate an occurrence or situation, use incidents to develop your paragraph.
 - If you wish to support or refute your topic, use arguments to develop your paragraph.
7. After brainstorming possible ways to develop your topic, decide which of these approaches is most appropriate for your subject and your audience and comfortable for you as a writer.

Writing the first draft

8. Write your first rough draft.
 - Let your ideas and words flow; continue to write without stopping to edit.

Proofreading

9. Read your first draft and think about what you have written.
 - Decide what ideas need to be developed more, what needs to be clarified, or what could be omitted.
 - Revise any parts that ought to be organized in a different way.



Writing the second draft

10. Write your second rough draft.

Editing

11. Read the second draft and pay attention to good grammar, structures, and correct spelling.

- Make sure all sentences are complete and clear.
- Check word choices and agreements of subjects and verbs and nouns and antecedents.
- Omit unnecessary or inappropriate words, phrases, and sentences.
- Correct any misspelled words and other grammar or structural errors.

Writing the final draft

12. Write your final draft on $8\frac{1}{2}$ " \times 11" theme paper or type it.

- Use blue or black ink if you are writing your paper.
- Remember to double-space your paper unless your teacher advises you otherwise.

13. Title your paragraph.

- Include your main (key) idea in the title.
- Create an interesting title, which will attract your readers and make them want to read your paragraph.

14. Breathe a sigh of relief, smile, and relax until the next writing assignment!





SUGGESTED TOPICS FOR DESCRIPTIVE PARAGRAPHS AND ESSAYS



1. Describe your utopian world.
2. Describe your favorite retreat.
3. Describe your ideal mate.
4. Describe an uplifting experience.
5. Describe your ideal school.
6. Describe a vivid dream or a vivid nightmare.
7. Describe a memorable vacation.
8. Describe the person you most admire.
9. Describe a memorable play or concert you have attended.
10. Describe an imaginary animal or a fairy tale creature.
11. Describe a beautiful or a devastating scene.
12. Describe your ideal parent, student, or teacher.
13. Describe the foods included in your favorite meal.
14. Describe the signs of spring, summer, autumn, or winter.
15. Describe your favorite time of the day.





SUGGESTED TOPICS FOR PERSONAL PARAGRAPHS AND ESSAYS



1. The traits of mine that I would like to pass on to a child are . . .
2. If I suddenly inherited a million dollars, I would . . .
3. I wish someone had told me . . .
4. Someday, I would like to discover . . .
5. One of the proudest moments in my life . . .
6. When I was only seven years old, I . . .
7. A day that I would like to relive is . . .
8. The best gift that I have ever received . . .
9. A character in a book who reminds me of myself is . . .
10. The longest day in my life . . .
11. One of my favorite memories . . .
12. My unlucky day occurred . . .
13. If I were given three wishes . . .
14. Someone I will never forget is . . .
15. I hope that someday . . .



SUGGESTED TOPICS FOR EXPOSITORY PARAGRAPHS AND ESSAYS

1. How to plan a vacation
2. How to plant a garden
3. How to prepare for and give a speech
4. How to prepare a meal
5. How to prepare for an exam
6. How to plan a study schedule
7. How to prepare for a party
8. How to prepare for a date
9. How to develop film
10. How to care for a pet
11. How to track a wild animal
12. How to dress well
13. How to talk to parents
14. How to fix a car
15. How to administer artificial respiration
16. How to achieve a goal
17. How to be hired for a job
18. How to cure insomnia or a cold
19. How to run properly and train for a race
20. How to write an expository essay

