

MID-TERM EXAM PREPARATION
TEST DATE AND TIME: Tuesday, March 10 at 7:00 pm

A. KNOW & EXPLAIN THE SIX STEPS OF THE WRITING PROCESS (SPE chs. 1-8)

1. Find & Explore a Topic:

2. Write a Topic Sentence (*narrowed topic with a controlling idea*)

3. Develop and organize support for the topic sentence

4. Write a (rough) draft

5. Revise and Edit

6. Final Draft

B. KNOW AND DESCRIBE WELL THE FOUR STEPS OF REVISION (SPE ch. 7):

1. Focus

2. Unity

3. Support

4. Coherence

- C. **SUPPORT: HOW DO YOU CREATE IT AND ORGANIZE (OUTLINE) IT?**
(*SPE* pp. 53-74)
1. Understand well the *primary supports* for your topic sentence.
 2. Understand well the *secondary supports* for your primary support sentences.
 3. Know the *Question Technique* for creating an outline from the topic sentence.
- D. **KNOW AND DESCRIBE WELL THE SEVEN TYPES OF (PARAGRAPH) WRITING**
(*SPE* chs. 9-15):
1. Be able **to name and describe** each type.
 2. Be able **to write or recognize** each type.
 3. Be able to know key words for understanding types of writing, such as:
 - a. class
 - b. conditions vs. _____
 - c. points of comparison: _____
 - d. organizational principle (or “basis of organization”), etc.
- E. **Be able to identify the particular challenges and potential pitfalls of each type.**
- F. **WHAT IS A SENTENCE FRAGMENT — and — HOW DO YOU FIX ONE?**
- G. **WHAT IS A RUN-ON & COMMA-SPLICE? — and — HOW DO YOU FIX THEM?**
- H. **WHAT ARE TRANSITIONS?** See pages 82-84. Know the types and how to be able to use to correct kind of transitions.
- I. **WHAT ARE THE FANBOYS?**
- J. **HOW DO YOU WRITE A CONCLUDING SENTENCE (*SPE* p. 9)?**
- K. **KNOW THE FOUNDATIONS OF ENGLISH GRAMMAR:**
1. **The Parts of Speech:** verbs; nouns; pronouns; adjectives; adverbs; conjunctions; prepositions; interjections.
 2. The key **Groups of Words** in Sentence Formation
 - a. **Clauses:** Independent and Dependent (subordinate)
 - b. **Phrases**