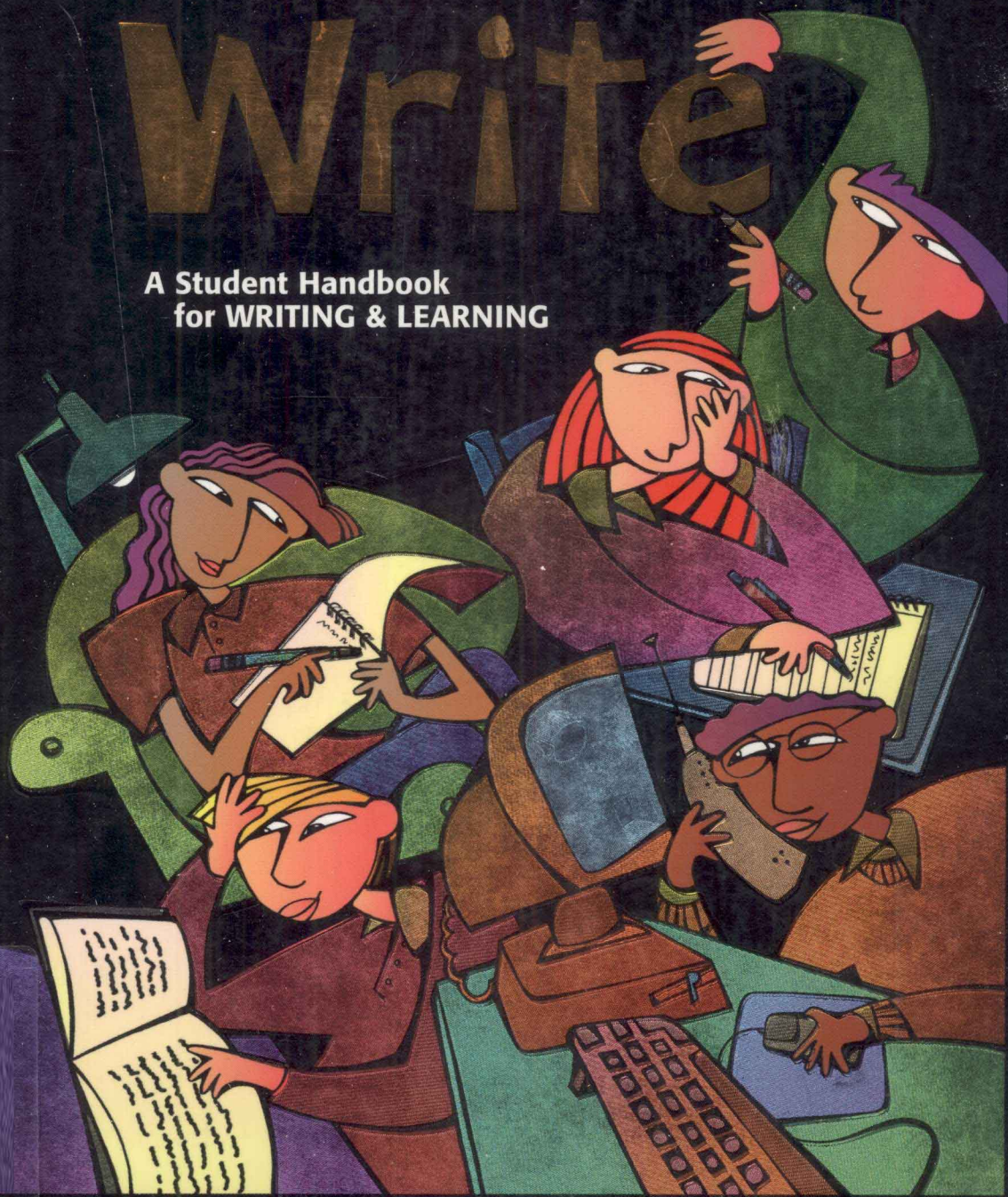
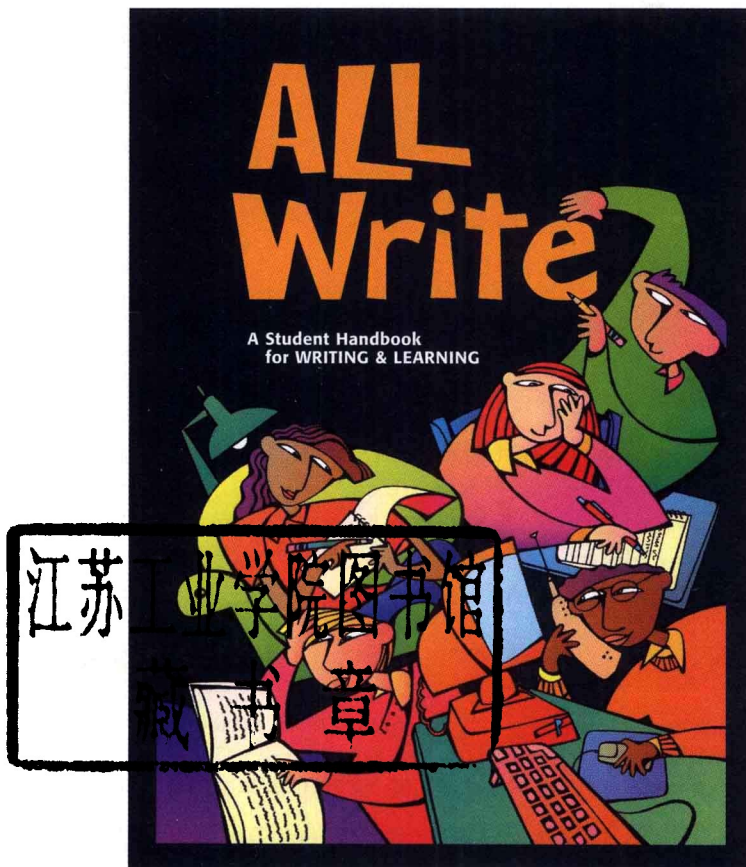


ALL Writes

A Student Handbook
for WRITING & LEARNING





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WRITE SOURCE®

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Using the Handbook

The *All Write* handbook contains a great deal of information that will help you improve your writing and learning skills. With practice, you will be able to find this information quickly and easily using the guides explained below.

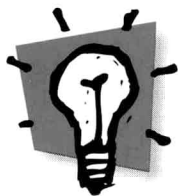
The **Table of Contents** (starting on the next page) lists the five major sections in the handbook and the chapters found in each section. Use the table of contents when you're looking for a general topic.

The **Index** in the back of the handbook (starting on page 471) lists, in alphabetical order, all of the specific topics discussed in *All Write*. Use the index when you are looking for a specific piece of information.

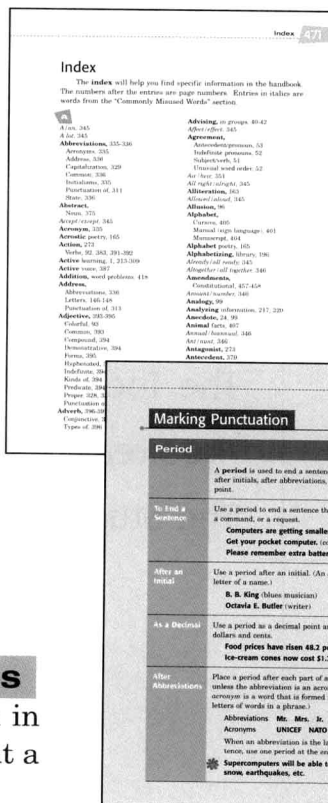
The **Color Coding** used for the *Proofreader's Guide* (the pages are yellow) makes this important section easy to find. These pages contain rules for spelling, grammar, punctuation, capitalization, and so on.

The **Special Page References** in the book itself tell you where to turn in the handbook for more information about a specific topic. Example:

(See page 368.)



If, at first, you're not sure how to find something in the handbook, ask your teacher for help.



Marking Punctuation

Period

A period is used to end a sentence. It is also used after initials, after abbreviations, and as a decimal point.

To End a Sentence
 Use a period to end a sentence that is a statement, a command, or a request.
Computers are getting smaller. (statement)
Get your pocket computer. (command)
Please remember extra batteries. (request)

After an Initial
 Use a period after each part of an abbreviation—unless the abbreviation is an acronym. (An acronym is a word that is formed from the first letters of words in a phrase.)
B. B. King (blues musician)
Octavia E. Butler (writer)

As a Decimal
 Use a period as a decimal point and to separate dollars and cents.
Food prices have risen 48.2 percent.
Ice-cream cones now cost \$1.20.

After Abbreviations
 Place a period after each part of an abbreviation—unless the abbreviation is an acronym. (An acronym is a word that is formed from the first letters of words in a phrase.)
Abbreviations Mr. Mrs. Jr. Dr. U.S.A.
Acronyms UNICEF HARD laser modern
 When an abbreviation is the last word in a sentence, use one period at the end of the sentence.
Supercomputers will be able to predict rain, snow, earthquakes, etc.

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Meeting Your Language Needs

Every student comes to school with different language skills. You may be an experienced learner in English while some of your classmates may be newer to the language. Then again, you may be somewhat new yourself.

The *All Write* student handbook will help you develop all of your writing and learning skills—whether you are an old pro with the language, or eager to become one. Once you get to know this handbook, it will become a very valuable school resource.

How Will *All Write* Help You ?

Writing Skills Writing is covered in a variety of ways, so you are sure to find the help you need. You will really like the writing samples written by students just like you.

Study-Reading Skills If you are having trouble understanding your textbooks, the reading strategies covered in your handbook will be sure to help.

Classroom Skills Taking notes, taking tests, listening, organizing your time—all of these valuable skills are covered in *All Write*.

Editing and Language Skills The “Proofreader’s Guide” gives you helpful rules for spelling, grammar, punctuation, capitalization, and sentences.

And That’s Not All !

If that’s not enough, turn to “The Student Almanac” in the back of the handbook. The tables, lists, and charts in this section cover everything from science to government. This information truly makes *All Write* an all-school handbook!

* *All Write* will help you become a better student now and in the future. It is a guide to your own writing and learning.

Learning About the Writing Process

All About Writing

One Writer's Process



All About Writing

Writing is one of the most important skills that you can develop as a student. It can help you in so many ways. For example, writing can help you become . . .

- **an active learner** (someone who really gets involved in his or her school work),
- **a clear thinker** (someone who knows how to make decisions or solve problems), and
- **a good communicator** (someone who knows how to express his or her ideas).

In fact, writing is so important that you need to learn many things about it. In addition, you need to write as often as you can. To become a good writer, you must practice!

What's Ahead

All of the chapters in “The Process of Writing” will help you learn about writing . . . and encourage you to write regularly. This chapter, for example, provides key background information and introduces you to the writing process.

- **How to Become a Good Writer**
- **The Steps in the Writing Process**
- **The Writing Process in Action**
- **A Basic Writing Guide**

How to Become a Good Writer

"Writing helps me think and understand better."

—Kevin Williams, student writer

Write Every Day Write in a journal, write letters, write stories, take notes, and so on. (Each of these forms is listed in the handbook index.) As you become better as a writer, you will begin to see how important it is to write every day.



note

Practice is especially important if English is your second language.

Write About Important Things In a journal, write about your thoughts and memories. Also write about things you see, hear, or read. In your notebooks, write about the different subjects you are studying. (See page 288.) For writing assignments, try to write about subjects that really interest you.

Write Freely . . . and Write More Carefully In most cases, you should write as freely as you can in a journal or notebook, with little concern about making mistakes. The purpose of this type of writing is to explore your thoughts and feelings about different things that are important to you.

For writing assignments, however, you should work with more care. The purpose of this type of writing is to share information clearly and effectively. Be sure to follow the steps in the writing process for your assignments. (See the next page.)

Write to Learn Always try your best to learn something new when you write. For example, when you write in a journal, try to explore *all* of your thoughts and feelings about a subject.

And when you are working on a writing assignment, try to make your writing as interesting and informative as you can make it. If you approach writing in this way, you will begin to appreciate it as a powerful learning tool.

The Steps in the Writing Process

Experienced writers use the writing process to help them do their best work. (*Process* means “the steps or actions it takes to do something.”) The steps in the writing process are described below.

PREWRITING ■ At the start of the writing process, a writer chooses a subject to write about. A subject can be a person, a place, a thing, an event, a strong feeling, and so on. Next, a writer collects details about the subject and plans how to use these details in the writing.

WRITING ■ A writer then does the actual writing, using the planning as a general guide. This writing is called the first draft.

REVISING ■ After reviewing the writing, a writer will change any parts that are not clear and complete.

EDITING ■ A writer then checks the revised writing for spelling, punctuation, and grammar errors and prepares a neat final copy for publication.

* Publishing is considered part of the writing process. It simply means sharing a finished piece of writing. Forms of publishing for student writers include reading the work out loud, posting it in your class, submitting it to a school magazine, etc.

Points to Remember . . .

- **A writer may repeat some of the steps of the writing process.** For example, a writer may decide to collect more details about the subject after doing some of the writing.
- **Each writer works a little differently.** Some writers do a lot of their early work (prewriting) in their heads, while others need to put everything on paper. Some writers need to talk about their writing in these early stages.
- **Even the best writers use the writing process.** It takes a lot of planning, writing, and rewriting to create good stories, essays, and reports.

The Writing Process in Action

“Writing and rewriting is a constant search for what one is trying to say.”

—John Updike

These two pages provide a closer look at the writing process. Use this information as a general writing guide. *Remember:* The writing process will help you do your best writing.

PREWRITING Choosing a Subject



1. Think of possible subjects to write about.
2. If you need help, use one of the selecting activities listed in the handbook. (See pages 17-21.) You could also study the list of writing ideas on page 22 of the handbook.
3. Choose a subject that really interests you, and make sure that it meets the requirements for your assignment.

Gathering Details



1. Collect details about your subject using one of the collecting activities listed in the handbook. (See pages 25-30.) If you already know a lot about your subject, you may not need to do much collecting.
2. You can also collect details by reading or talking about your subject.
3. Think of an interesting way to write about your subject.
4. Decide which details you will include in your writing. Also decide on the best method or way to organize these details. (See page 32 for help.)