Introduction
- Brief introduction section regarding the purpose of writing and how crucial it is to their lives

The Writing Process
- Overview
- Subject, Purpose, and Audience
- Pre-writing: Freewriting, Brainstorming, Clustering, Asking Questions (Research), and Keeping a Journal
- Narrowing the Topic – Focus on a Point
- Drafting, Reviewing, Revising, and Editing
- Writing an Academic Essay

Sentences
- Parts of Speech
  - Noun
  - Pronoun
  - Verb
  - Article or Determiner
  - Adjective
  - Adverb
  - Preposition
  - Conjunction
  - Interjection
- Parts of a Sentence
  - What is a Sentence?
  - Subject
  - Predicate (Verb)
  - Object
  - Complements
  - Phrases
  - Clauses

Punctuation
- Apostrophes
- Commas
- Semicolons and Colons
- End Punctuation
- Quotation Marks
- Italics
- Other Marks
  - Dashes
  - Parentheses
  - Square Brackets
o Slashes
o Hyphens
o Ellipsis

Problems with Sentences
- Fragments
- Run-ons
  - Fused Sentences
  - Comma Splices
- Misplaced and Dangling Modifiers
- Parallelism
- Pronouns – Overview
- Pronoun-Antecedent Agreement
- Subject-Verb Agreement
- Verb Tense and Verb Form

Sentence Variety
- Sentence Type
  - Simple Sentences
  - Compound Sentences
    - Coordinating Conjunctions
    - Use of Semicolons
    - Use of Transitional Phrases
  - Complex Sentences
    - Use of Subordinating Conjunctions
  - Compound/Complex Sentences
- Other Ways to Vary Sentence Structure
  - Use of Relative Pronouns
  - Use of Phrases and Clauses
  - Use of Participles or Appositives
  - Use of Direct and Indirect Questions
  - Use of Quotes

Spelling and Word Use (Appropriate Language)
- Spelling
  - Apostrophes
  - Capitalization
  - Homonyms and Other Commonly Confused Words
  - Plurals
  - Numbers and Abbreviations
- Word Use (Appropriate Language)
  - Standard English
    - Slang
    - Regionalisms
    - Jargon
  - Using a Dictionary
  - Using a Thesaurus and How Not to Use a Thesaurus
  - Clichés
Wordiness and Repetition
Bias and Discriminatory Language
Denotation and Connotation
Concrete vs. Abstract Words
Figurative Language
Active and Passive Voice
Person/Point of View

Paragraphs
- Parts of the Paragraph
  - Topic Sentence – the purpose of a paragraph
  - Unity and Coherence
  - Transitions between Sentences
  - Closing/Transitional Last Sentence
- Multi-Paragraph Documents
- Paragraphs in Business Letters and Inter-Office Memoranda
- Paragraphs in Informational Documents and Academic Essays
- Rhetorical Modes as Types of Paragraphs
  - Narration
  - Description/Definition/Exemplification/Classification
  - Compare/Contrast
  - Cause/Effect
  - Argumentation

Academic Essays
- Organization – Overview
- What is an Academic Essay and How Should it Look?
- Parts of an Academic Essay
  - Introduction
  - Body (Proof Paragraphs)
  - Concluding Paragraph
- Rhetorical Modes as Types of Essays
  - Narration
  - Description/Definition/Exemplification/Classification
  - Compare/Contrast
  - Cause/Effect
  - Persuasion/Argumentation
- Proving the Thesis/Critical Thinking
  - General Principles
    - Staying focused
    - Relevance, Reliability, Credibility, and Sufficiency
    - Use of Transitional Devices to Develop Proof
    - Use of examples
    - Facts and Statistics
    - Primary and Secondary Sources
  - Proving the Thesis - Logic
  - Proving the Thesis – Logical Fallacies and Appeals
  - Rhetorical Modes as Types of Proof
- Literary Analysis (Close Reading) Paper
• Stylistic Considerations
  o Unity and Coherence
  o Word Use and Appropriate Language
• Outlining

Research
• Finding and Evaluating Sources
  o Primary vs. Secondary Sources
  o Traditional Sources
  o Internet
  o LINCC
• Synthesizing Information from Sources
  o Quoting
    ▪ Block Quotes
    ▪ Ellipsis
    ▪ Brackets
  o Paraphrasing
  o Summarizing
• Avoiding Plagiarism
  o Plagiarism Defined
    ▪ Common Knowledge
    ▪ Personal Knowledge
  o MLA Style Documentation
    ▪ MLA Page Format
    ▪ MLA In-Text Citations
    ▪ MLA Works Cited
  o APA Style Documentation
    ▪ APA Page Format
    ▪ APA In-Text Citations
    ▪ APA References
• Writing a Research Paper (Research Essay)
  o Same Organization as Essay
  o Balance of Information from Sources and Your Own Knowledge and Analysis
  o Reviewing, Revising, and Editing