

1. Essay structure

The Writing Process
Author's Purpose/ Text structure
Introduction
Thesis statement
Body paragraphs
 Topic sentence
 Adequate/Logical development
 Unity
 Coherence/ Transition words
 Transition sentences
 Horizontal/ Vertical elaboration
 Types of Evidence
 Connotation/Denotation
 Fact/ Opinion
Counterclaims
Conclusion
Persuasive writing/ Argumentation

2. Capitalization

Rules/Proofreading
Job-School Applications/ Forms
Resume
Direct quotes
 Sentence/ fragment/ run on
 Simple/ Compound/ Complex
 Precise Words

3. Cap/Punctuation titles

Rules/ Proofreading
Works cited
Research project
Evaluating sources
Citing Sources
MLA documentation
Internet safety

4. Phrases – Horizontal Elaboration

Prepositional Phr (Recognize, Combine, Misplaced)
Participial Phrases (Combine, Misplaced)
Dangling Modifiers
SV agreement – intervening phrases
Commas
Active/ Passive Voice
Confused Preps (to, too/threw, through, etc)
Apostrophes (plural/poss)/ Proofreading

5. Sentence structure (S-V, complete, variety, style)

S-V
Fragments (phrases/subordinate clause/no S-V)
Compound/ complex sentences
Run-ons
Compound S-V/ S-V agree (compound sub)
Pronoun usage
Confused words, S-V (its, they're, etc)
Parallelism
Style (Revise: wordy, empty, redundant)

6. Horizontal elaboration

Adjectives (add, usage, comparison, precise)
Adverbs (add, usage, comparison, precise)
Appositives
Participial phrases
Gerund/ gerund phrases
Adjective clauses
Simple, compound, complex sentences
Commas
Double negatives
Misplaced/ dangling modifiers
Combining sentences

7. Verbs

Tense
Shifts in tense
Active/passive voice
Irregular verbs

8. Text patterns/ Author's purpose

Persuasive
Cause/effect
Compare/ contrast
Descriptive
Chronological order
Problem/ solution

9. Research/ Technology

Evaluate Sources
Cite Sources/ MLA format
Synthesize Information
Presentation Technology
VDOE SOL Writing Test Tool

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