

Lesson A. Study Skills/Prewriting: Planning Three Paragraphs for the Body of Essay

<> A. Read the student sample (Box A), paying close attention to:

(1) Opening Sentence and Closing Sentence

(2) 3 P'soB

(3) Three Aspects

(4) Thesis Statement

(5) Thesis Statement Reloaded

SAMPLE

Sample Essay

Mowgli, Baloo, and Bagheera were three amazing friends and three lovable creatures from *The Jungle Book*. **Mowgli** was a young boy who was carried into the jungle as a baby by a ruthless tiger named Shere Khan. He was raised by wolves. He quickly learned everything he needed to know about the jungle. However, he had to be saved from being harmed or killed several times--from unruly monkeys, a deceptive snake named Kaa, and Shere Khan. Bagheera and Baloo were the two friends who rescued him. Mowgli also saved himself and his friends by using his intelligence. He used the Red Flower, which only humans were not afraid of, to scare off Shere Khan. *His story is an amazing one.* [PoB-A: Mowgli]

Bagheera was a wise black panther. A panther is a large, sleek, beautiful member of the cat family. Bagheera was one of the most feared animals in the jungle. However, he did not kill humans like Shere Khan, the tiger, did. He had few interactions with the other animals, but when it came to helping Mowgli, he was always available. He loved the man cub and fiercely protected him. He overheard some evil wolves planning to kill Father Wolf, and he quickly reported it to Mowgli. Then he helped the boy devise a plan to try to defeat the evil wolves and Shere Khan. *He was one of Mowgli's best friends and advisors.* [PoB-B: Bagheera]

Baloo, was an old brown bear. He was in charge of teaching Mowgli the laws of the jungle. He also taught Mowgli "the bear necessities of life"--through song, play, and adventure! Mowgli loved to ride on his back through the jungle, tree branches whipping his face, birds flying above him. Baloo was the animal with the most knowledge of the jungle. He took his job seriously, and he carefully taught Mowgli. He did everything in his power to protect Mowgli from danger. He bravely defended Mowgli when the monkeys kidnapped the boy. Kaa, the snake, did, however, hypnotize Baloo--and Mowgli had to rescue him instead of the other way around. Baloo walked Mowgli to the edge of the jungle when the man cub was forced to leave the jungle temporarily. *They were sad to part.* These three friends had adventures, helped each other, and stuck together through the good times and bad times in the jungle. [PoB-C: Baloo]

Sample Box A

Shade = Thesis & Thesis Reloaded Statement

Boldfont = 3 Aspects

Italics = Opening & Closing Sentence of each Paragraph

Lesson B. Research and Study Skills: Design Working Thesis Statement

A Thesis Statement is a statement declaring what your entire paper is going to be about. This is similar to when you learned how to write the opening sentence of a paragraph—a sentence that tells what your entire paragraph is about.

However, in the case of a **Thesis Statement**, you will not just write what one paragraph is about—but **you will write what the entire essay is going to be about.**

For instance, if you were writing an opening sentence about one of your paragraphs about three *Jungle Book* characters, you might say *One popular Jungle Book character is Baloo.*

However, you can not use that sentence for the Thesis Statement of your entire essay because it only tells what the one paragraph is about—the paragraph about Baloo. **The Thesis Statement must tell what the entire essay is about.**

For example, *Three popular, “mythical” characters in the classic book, Jungle Book, are Mowgli, Baloo, and Bagheera.*

<> **B-1.** Now that you have thought about your three *Jungle Book* characters and possibly researched them, you are probably ready to write a “Working” Thesis Statement about them. Consider these tips when you design your Thesis Statement:

1. **Write one sentence that tells the reader what your essay is about.**
2. Be sure it **includes all aspects of your essay.**
3. Do **not** say, *In this essay, you will learn about....* or *In this essay, I will tell you about...*
4. **Include your three characters** in your Thesis Statement **in the same order that they will appear** in the body of your essay.

Sample “Working” Thesis Statement

Three beloved *Jungle Book* characters include Mowgli, Baloo, and Bagheera.

My “Working” Thesis Statement for this essay: _____

Note: If you do not feel prepared to write your “Working” Thesis Statement at this time, you may skip this assignment and come back to it after you complete A-3.

↔ B-2. If you do not already know the three *Jungle Book* characters that you would like to write about, research online or in a book and fill in the Directed Brainstorming box provided.

Directed Brainstorming Box

Three Characters

Character 1: _____	Character 2: _____	Character 3: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Box for B-2

Lesson C. Optional--Write On: Quotations

You may desire to add a quote in this project. You will want to learn even more about quotations in order to do this well.

↔ C. **Optional**--Study the quotation boxes provided, following these steps:

- (1) **Read the quote at the top of each one, noticing the capitalization and punctuation of it.**
- (2) Read the Tips, one at a time, and **look back in the quote to see how those tips apply to that quote.**
- (3) **Read the Details of the Quotation Rule**, also one at a time, and **follow the underlining, bold fonting, and shading in the sample that explains the exact punctuation** of that type of quote, speech tag placement, capitalization needed, etc.
- (4) Get help from your teacher to review these, if needed.
- (5) Go S-L-O-W-L-Y through each box. Circle, underline, highlight—whatever is needed to help cement the rules and examples given.

Rule # 1: Basic Quote With Speech Tag at the Beginning

A wise person once said, "If at first you don't succeed, try, try again."

Tips:

1. Write the **speech tag** (showing who said the words you are quoting), **then a comma, then the quote.**
2. An ending period always goes **inside** the closing quotation mark.
3. This type of quote inclusion is best if you are just assigned the addition of a quote (no book citation in parentheses, etc).

Details of Quote Rule #1:

A wise person once said, "If at first you don't succeed, try, try **again**."

*said.—A comma should follow most speech tags. (Only use a colon if the speech tag is a complete sentence.)

***"If**—Most of the time, a quote begins with a capital letter.

***again**."—Be sure your ending period goes inside the closing quotation mark.

Rule # 2: Basic Quote With Speech Tag at the End

“If at first you don’t succeed, try, try again,” said a wise person.

Tips:

1. Write the quote first, beginning with a capital letter.
2. At the end of the quote, **do not put a period**, but rather **put a comma**. (You may only have one period per sentence. If your quotation-with-ending-speech-tag is a statement, you must put a comma at the end of the quote rather than a period since your sentence will end with a period.)
3. The **comma** at the end of the quotation **must be inside the closing quotation mark**. (Ending periods and commas always go inside the closing quotation mark.)
4. This type of quote inclusion is best if you are just assigned a quote (no parenthetical book citation in parentheses, etc.).
5. Put a period at the end of the entire sentence.

Details of Quote Rule # 2:

“If at first you don’t succeed, try, try **again,**” said a wise person.

***If**—Most of the time, a quote begins with a capital letter.

* **again,**—Be sure to end your quote with a comma when you have an ending speech tag (rather than a period) since your complete sentence will end in a period. Also be sure that your comma is inside the closing quotation mark.

* said a wise person.—A speech tag found at the end of the quote begins with a lower case letter (unless the first word of it is a proper noun). The entire sentence ends with a period since the sentence itself is a statement.

Rule # 3: Question Quote With Speech Tag at the Beginning

Charlie Brown asked, “Where have I gone wrong?”

Tips:

1. Write your speech tag just like you do in any quote with a beginning speech tag.
2. **Follow the speech tag with a comma**, just like always.
3. Begin the quote with a capital letter, just like always.
4. Put the **question mark inside the closing quotation mark since the question mark itself is part of the quote**. **Question marks and exclamation points** go inside the closing quotation mark **when they are part of the quoted material**.

Details of Quote Rule # 3:

Charlie Brown asked, “**Where** have I gone **wrong?**”

*, “**Where**—Most of the time, a quote begins with a capital letter.

* **wrong?**—A question mark or exclamation point goes inside the closing quotation mark if it is part of the quote itself, such as a question or exclamatory sentence that is a quote.

* asked,—A comma should follow most beginning speech tags. (Only use a colon if the speech tag is a complete sentence.)

Rule # 4: Question Quote With Speech Tag at the End

“Where have I gone wrong?” asked Charlie Brown.

Tips:

1. Start your quote with a capital letter (assuming it is a complete sentence).
2. Put your **question mark inside your closing quotation mark if the question mark is part of the quote. Question marks and exclamation points go inside the closing quotation mark when they are part of the quoted material.**
3. **Begin the speech tag with a lower case letter** (*asked Charlie Brown*) unless your speech tag starts with a proper noun (Charlie Brown): “Where have I gone wrong?” **C**harlie Brown asked.
4. End the entire sentence (following the speech tag) with a period.

Details of Quote Rule # 4:

“**Where** have I gone **wrong?**” asked Charlie Brown.

- *“**Where** —Most of the time, a quote begins with a capital letter.
- * **wrong?**” —A question mark or exclamation point goes inside the closing quotation mark if it is part of the quote itself, such as a question or exclamatory sentence that is a quote.
- * Charlie Brown.—Place a period at the end of the entire sentence. This is the punctuation for the whole sentence.

Note: If speech tag at the end does not begin with a proper noun, do not capitalize the first word of it:

“Where have I gone wrong?” he asked. Or “Where have I gone wrong?” asked Charlie Brown. Or “Where have I gone wrong?” Charlie Brown asked.

Rule # 5: Exclamatory Quote With Speech Tag at the Beginning

He exclaimed, “Watch out!”

Tips:

1. Write your speech tag just like you do in any quote with a beginning speech tag.
2. Follow the speech tag with a comma, just like always.
3. Begin the quote with a capital letter, just like always.
4. **Put the exclamation point inside the closing quotation mark since the exclamation point itself is part of the quote. Question marks and exclamation points go inside the closing quotation mark when they are part of the quoted material.**

Details of Quote Rule # 5:

He exclaimed, “**Watch** out!”

- *, “**Watch** —Most of the time, a quote begins with a capital letter.
- * **out!**” --A question mark or exclamation point goes inside the closing quotation mark if it is part of the quote itself, such as a question or exclamatory sentence.
- * exclaimed, – A comma should follow most beginning speech tags. (Only use a colon if the speech tag is a complete sentence.)

Rule # 6: Exclamatory Quote With Speech Tag at the End

“Watch out!” he exclaimed.

Tips:

1. Write your quote beginning with a capital letter just like always.
2. **Put the exclamation point inside the closing quotation mark since the exclamation point itself is part of the quote. Question marks and exclamation points go inside the quotation mark when they are part of the quoted material.**
3. Begin the speech tag with a lower case letter (unless its first word is a proper noun).
4. Follow the entire sentence (after the speech tag) with a period.

Details of Quote Rule # 6:

“**Watch** **out!**” he exclaimed.

- * **“Watch** —Most of the time, a quote begins with a capital letter.
- * **out!**” --A question mark or exclamation point goes inside the closing quotation mark if it is part of the quote itself, such as a question or exclamatory sentence.
- * exclaimed. – A period should follow the entire sentence.

Lesson D. Study Skills and Prewriting: Outline Original Paragraphs

<> D. Outline each paragraph of your three *Jungle Book* characters essay on the outlining lines provided, following these tips:

- (1) **Review the list of *Jungle Book* characters** that you put in your Brainstorming Box earlier that you might want to include in your essay.
- (2) Add to it as you think of more ideas--or do more research as needed.
- (3) **“Work” in your Brainstorming Box** by doing the following:
 - a. **Review** it and add to it as you think of more ideas.
 - b. **Mark through anything you do not want** to include in your essay.
 - c. **Number the ideas you have in the order** that you think you would like to include them in your paragraph.
- (4) **Outline your essay one paragraph at a time** in a Sentence-by-Sentence (S-by-S) manner.
 - a. You may use complete sentences, statements, or key words for each sentence.
 - b. You may want to outline using words from your source and then write the material in your own words when you write your essay.
 - c. You may or may not use all of the outlining lines provided.

- (5) Somewhere in your first sentence or two, you need to transition into your paragraph--a sentence or two that does all of the following:
- a. Transitions from the previous paragraph into this one
 - b. Introduces the next character
 - c. "LINKS" that character with the thesis.

Note: This is why the first two outlining lines for each paragraph have the words LINK/Transition provided--to remind you to include that LINK/Transition.

All--Paragraph A of Body

Topic of PoB-A--First Character: _____

LINK/Transition (+) _____
(First well-loved character, etc.)

LINK/Transition (+) _____

Support Sentence 1 (SS-1) _____

SS-2 _____

SS-3 _____

SS-4 _____

SS-5 _____

SS-6 _____

SS-7 _____

SS-8 _____

SS-9 _____

SS-10 _____

All--Paragraph B of Body

Topic of PoB-B--Second Character: _____

LINK/Transition (+) _____
(Second well-loved character, etc.)

LINK/Transition (+) _____

Support Sentence 1 (SS-1) _____

SS-2 _____

SS-3 _____

SS-4 _____

SS-5 _____

SS-6 _____

SS-7 _____

SS-8 _____

SS-9 _____

SS-10 _____

All--Paragraph C of Body

Topic of PoB-C--Third Character: _____

LINK/Transition (+) _____
(Finally, a third well-loved character, etc.)

LINK/Transition (+) _____

Support Sentence 1 (SS-1) _____

SS-2 _____

SS-3 _____

SS-4 _____

SS-5 _____

SS-6 _____

SS-7 _____

SS-8 _____

SS-9 _____

SS-10 _____

+ Eighty percent of the time the paragraph's topic sentence (or LINK) falls within the first two sentences of a paragraph.

Lesson E. Write On: First, Second, and Third Person Writing

<> E. Review First, Second, and Third Person Writing in the box provided.

Third Person vs First Person and Second Person Writing in Essay Writing

When you write a formal essay, you usually write in the third person.

Third person writing has the following characteristics:

1. It is writing that is **done by an outsider of the essay** (you, as the writer, will not be part of the essay or in the essay).
2. It is writing that **uses the pronouns *he, she, and they***.
3. It is writing that **does not use the pronoun *I*** (which is first person and is reserved for personal writing).*
4. It is writing that **does not use the pronoun *you*** (which is second person and is reserved for instructions and commands).**
5. It is writing that **uses words like *the person, the individual, the man, the woman, the officer, people***, etc.
6. It is **fairly formal** writing.

***Note about *I* in formal essays:** In the body of a formal Persuasive Essay, you will not use the word *I*. However, if you have an Opening and/or Closing Paragraph in which you include a story that happened to you, you may use the word *I*--if you absolutely cannot think of another Opening Paragraph or Closing Paragraph.

****Note about *you* in formal essays:** In the body of a formal Persuasive Essay, you will not use the word *you*. However, if you have an Opening and/or Closing Paragraph in which you include a challenge or series of steps that you hope your reader will take as a result of reading your essay, you may use the word *you*. For example, in a persuasive essay about second hand smoke, you might open your essay with questions directed to the reader to make him or her pause and think: *Do you ever find yourself gasping for breath in a public building? Do your eyes ever burn as you wait in line at a baseball game's concession stand?* Then you might close that same essay with a challenge, also using the pronoun *you*: *You do not have to be the victim of second hand smoke. States all over this grand country are making laws against smoking in public places. You can be a vehicle for change in your state by writing or phoning your congressmen and women.*

*** Note:** You should avoid using *I* or *you* in a persuasive essay and non-personal contest essays.

Tips for First, Second, and Third Person Writing in the Formal Essay

1. **Throughout the body of your essay, stay in third person**, using the pronouns *he, she, and they* and the terms *one, individual, person, the man*, etc., whenever possible.
2. **Do not change persons within the body of your essay.** Unless you are telling a story that involves you--and you may write that paragraph in first person or a paragraph is personal. (See note above.)
3. **In a formal essay** (i.e. the SAT Essay or persuasive essays in CI books), it is recommended that you write as formally as possible (i.e. third person).
4. **Try to think of synonyms** to use in third person writing, so your writing does not become redundant: *he, she, they, the man, the woman, the policeman, the officer, the candidate, the trainee, the recruit*, etc.

Note: You may use first person in your Opening Paragraph for this Character Essay if needed.

Lesson F. Triple Adjective/Double

In this *Write On* lesson, you will learn about inserting commas within a series of three or more words or phrases and words that describe nouns (and sometimes pronouns) together to improve your writing.

The problem most students have with using descriptive adjectives is that the ones they use are not specific enough--they do not paint a vivid enough picture for the reader.

For example, when describing a cottage in the woods, a student might say ***small, wooden, quaint* cottage**. That is **not specific or vivid enough!** It doesn't **help the reader see** what you are seeing.

Your adjectives must be **specific and vivid enough to make the reader see the picture in his or her mind that you, the writer, see in yours.**

What do you as the writer see in the cottage example (if you were writing about a cottage)?

- overgrown with ivy?
- unusually rustic?
- dilapidated?
- burnt-reddish logs?
- gray-blue smoke curling?

In this week's Checklist Challenge, you will be assigned the addition of double or triple adjectives.

Be **specific!** Be **descriptive!** **Create a clear picture...***the rustic, reddish-logged, ivy covered cottage.*

In addition to using descriptive, purposeful adjectives, you must also be sure you punctuate them correctly.

Place commas between each descriptive adjective with the last comma coming just before the *and* (or the word *or*).

☞ Remember, double adjectives need *and* or a comma between them if they can be placed in reverse order and still sound correct (i.e. *crafty and ingenious* or *ingenious and crafty*; *crafty, ingenious* or *ingenious, crafty*) Another benchmark for comma use with two adjectives is if you could place an *and* instead of a comma--and your adjectives still sound correct--use a comma.

<> F. On the lines provided, write five sentences (Extension: write eight) describing *The Jungle Book* (as you see it in your mind). Use three descriptive words in each one.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Lesson G. Composition: Writing Original Essay

↔ G. Follow these steps to write your essay.

- (1) Read your original “Working” Thesis Statement to remind you of what your entire essay needs to be about.
- (2) Read the topic of your first Paragraph of the Body and the sentence notes beneath it.
- (3) Add any notes to this paragraph that you desire—or mark through things that you do not want or renumber the sentence lines if you want your information in a different order.

Note About Thesis Statement: You will be writing an Opening Sentence later. You do not need to include the Thesis Statement in your essay yet.