Writing With Skill Level I, Part 2

Weekly Assignment Schedule

Use the assignment schedule as a study tool. Fill in the date you do the assignments and check them off as you complete them. On the back, **summarize** what you learned each day and keep the schedule in a binder. Follow requirements for **submitted** work: *word-process, double-space, and submit on time.*

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| Date | **BOOK WEEK 27: TWO-LEVEL OUTLINING** |  |
| Date | **Day Three: Outlining Exercise**What is the Focus?Underline the key words in the focus.Begin:* Step One: Read (345, 346)
* Step Two: Construct a one-level outline (346)
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| Dat  | **Day Three:** **Outlining Exercise** (continued)Review: * Focus and key words.
* Review yesterday’s work.

Begin:* Step Three: Construct a two-level outline (346, 347)
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| Date |  **Day Four: Outlining Exercise**What is the Focus?Underline the key words in the focus.Begin:* Step One: Read (347, 348)
* Step Two: Understand how to construct a two-level outline (348 – 350)
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| Date | **Day Four: Outlining Exercise (continued)**Review: * Focus and key words.
* Review yesterday’s work.

Begin:* Step Three: Construct a two-level outline (350 - 352)
* **\*Submit**
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