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) |  |
| 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) |  |
| 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) |  |
| 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** |  |