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, keep schedule in a binder with submitted work. Follow requirements for **submitted** work: *word-process, double-space, submit on time.*

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| Dates | **BOOK WEEK 31 Writing From Notes: Biographical Sketch , Description of a Person** |  |
| Date | **Day One: Outlining Exercise**  What is the Focus?  Underline the key words.  Begin:   * Step One: Read (415, 416) * Step Two: Construct a one-level outline (416, 417) |  |
| Date | **Day One:** **Outlining Exercise** **(continued)**  Review   * Focus * Key words. * Step One and Step Two again (415 - 417)   Begin:   * Step Three: Construct a two-level outline (417) |  |
| Date | **Day Two: Practicing the Topos, Part One: Taking Notes**  What is the Focus?  Underline the key words.  Begin:   * Step One: Renew the elements of a biological sketch and description   of a person (418)   * Step Two: Make a preliminary Plan. (418, 419) |  |
| Date | **Day Two:** **Practicing the Topos, Part One: Taking Notes (continued)**  Review:   * Focus * Yesterday’s work   Begin:   * Step Three: Take initial notes from an encyclopedia (419 - 421)   We will do the rest in class. |  |