Writing With Skill Level 1 Part 2
 Daily Assignment Schedule

The assignment schedule is a study tool. Date your assignment and check off tasks as you complete them. Summarize work daily and answer questions on back. Keep schedules in binder.

*Requirements for submissions: word-process, double-space, submit on time.*

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| Dates | BOOK WEEK 20: BIOGRAPHICAL SKETCH |  |
| Date | **Day One: Outlining Exercise**What is the Focus?Underline the key words in the focus.Begin:• Step One: Read, (265 – 267) • Discuss the excerpt with parent. |  |
| Date | **Day One (continued): Outlining Exercise** Review:* Focus and key words.
* Reread passage from Day One.

Begin:* Step Two: construct a one-level outline, (267)

o Complete assignmento Parent check |  |
| Date | Day Two: Analyzing the toposWhat is the Focus?Underline the key words in the focus.Begin:• Step One: Examine model passages, (267 – 270)o Follow directions.o Answer on back: * + - Why does the passage about Khayyam focus almost

 entirely on his work.* + - Explain why the biographical sketch on Webster does not include information about his life.
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| Date | **Day Two (continued): Analyzing the topos** Review: Focus and key words.Begin:• Step Two: Add to the pattern of topos, 270)o Follow directions.o What did you add in the “Remember” column? Explain the meaningof your addition.o \*Submit this assignment schedule with daily summaries writtenon back. |  |