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 assignment  o Parent check |  |
| Date | Day Two: Analyzing the topos  What 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. |  |
| 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 meaning  of your addition.  o \*Submit this assignment schedule with daily summaries written  on back. |  |