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.

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

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| Date | BOOK WEEK 19: BIOGRAPHICAL SKETCH |
| Date |  **Day One: Outlining Exercise** Read the Focus and underline key words.Begin:• Step One: Read (249 – 251)o Know meaning of a biographical sketcho A biographical sketch is a combination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_o Discuss passage. |
| Date | **Day One (continued): Outlining Exercise** Review: Focus and key words.Begin:• Step Two: Construct a one-level outline, (251)o Reread passage.o What kind of description are you studying?o Follow directions. |
| Date | **Day Two: Analyzing the Topos** Read the Focus and underline key words. Read the introduction before starting Step One. Begin:• Step One: Examine model passages, (251 – 254)o Reado Follow directions.o What is the purpose of these exercises? |
| Date | **Day Two (continued): Analyzing the Topos** Review:• Examine model passages again, (Step One)Begin:• Step Two: Write down the pattern of the topos, (254)o Follow directions. |