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 sketch  o 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 Read  o 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. |