

What Do You Need to Teach Your Students About Writing and Grammar?

The Definitive List of Writing and Grammar Skills, Strategies, Concepts, Categories, and Models

- A Complete Vocabulary of Writing and Grammar
- A Complete Overview of Writing and Grammar
- An Excellent and Organized Collection of Writing and Grammar Categories and Models
- The Ultimate Writing and Grammar Checklist and Cheat Sheet

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## The Definitive List of Writing and Grammar Skills, Strategies, Concepts, Categories, and Models

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2. Grammar: Sentence Structure and Sentence Concepts

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# Help for Writing Teachers

In 2003 the National Commission on Writing published, *The Neglected "R": The Need for a Writing Revolution*. The Commission's main point was that *no one* is happy with student writing. Think about it: This is College Entrance Examination Board declaring that we need a revolution in teaching writing because student writing is so unacceptable. As of 2018, many authoritative resources on student writing and writing instruction report that little has changed, and that still, no one is happy.

My goal with this definitive list of writing, grammar, and teaching-writing skills is to help teachers who teach writing. Below I outline a number of benefits of this list, along with a number of ways to use this list.

But let me be clear: If you teach beginning writers or struggling writers who have difficulty getting ideas, organizing ideas, and creating well-structured whole compositions, then you want [Pattern Based Writing: Quick & Easy Essay](#).

1. You will improve your students' writing—fast!
2. You will be able to build on those results—easily!
3. The process of writing will make sense—to your students!

[Pattern Based Writing: Quick & Easy Essay](#) is the fastest, most effective way to teach students organized multi-paragraph essay writing... Guaranteed! [Pattern Based Writing: Quick & Easy Essay](#) provides the framework and the foundation that makes teaching everything else in this ebook easy!



## Ten Ways to Use and Understand This eBook

1. Who is this Definitive List of Writing and Grammar Skills For?
2. How Can I Use This Giant List? What's Its Purpose?
3. A Complete Vocabulary List of Writing and Grammar
4. Categories and Models
5. Overview of Writing and Grammar
6. Checklists
7. Cheat Sheet / Reference List
8. Teaching Writing Across the Curriculum and Analyzing Literature
9. Achieve Clarity
10. Eliminate Oversimplification

## 1. Who is this Definitive List of Writing and Grammar Skills For?

1. Teachers who teach writing and grammar.
2. Anyone who wants to learn writing and grammar.

## 2. How Can I Use This Giant List? What's Its Purpose?

This giant list serves four primary purposes: 1) Overview, 2) Outline, 3) Checklist, and 4) Cheat Sheet. I go into more detail below.

## 3. A Complete Vocabulary List of Writing and Grammar

If you know the vocabulary of a topic, you are well on your way to understanding the topic. Certainly, it's difficult to understand a topic without knowing the vocabulary of the topic. Without a doubt, if you spend time with this list, you will understand the world of writing and grammar much better. It won't be someone telling you what to think—you will be the one discovering what to think.

## 4. Categories and Models

Models are an organized presentation of categories. Scholars have been creating grammar and writing categories and models for thousands of years. And unbelievably, even today, scholars are still creating categories and models. Furthermore, scholars passionately argue about the categories and the models—the categories and models of the past and the present. Without categories and models, a topic of study is just a long list of words.

Creating models is difficult because a model is a simplification that contains the truth. If you examine the table of contents of this ebook, you will find a very simple representation of the entire world of writing and grammar. It's as simple as A, B, C, and D.

After the table of contents, you will find countless categories and models created with a clear purpose. Great care went into selecting and organizing the categories and information. Naturally, I've included many of history's great grammar and writing models. But even with those models, I have had to sort through and select the best and most helpful terms. Put simply, this is *not* just a list of vocabulary words.

## 5. Overview of Writing and Grammar

What creates great writing? It's not just one thing—or even 100 things. In this ebook, you will find at least 1000 different writing skills and concepts that have the potential to make writing better. Certainly, I'm not suggesting that anyone needs to master over 1000 different writing skills and writing concepts to write effectively. In fact, my point is quite the opposite.

While certain skills and aspects of writing and grammar are more important than others, no single skill or aspect is overly important. Too often, teachers and students stay stuck on the same basic skills—year after year. As a result, students never learn what’s truly interesting about language, and they never come to appreciate it. In short, students learn that written language is a list of rules—boring!

On the other hand, we don’t want to devote all of our energy to what is interesting and ignore what is important. In the case of writing, a solid understanding of the topic as a whole is usually lacking and always beneficial. This ebook is a complete overview of everything writing and grammar.

## 6. Checklists

Teachers and writers can use this ebook as a collection of checklists. As I have stated elsewhere, these lists are comprehensive but also selective. If it’s in this ebook, it’s worth understanding. Having said that, these lists are so comprehensive that some things are far more common than others and some things are far more important than others, which means that one must use judgment when using the lists as checklists. Here are four ways you might use these lists as checklists. Keep in mind that a checklist is different from a cheat sheet or reference list, which I discuss next.

- a) Checklist of what you know.
- b) Checklist of what you need to learn.
- c) Checklist of what you want to teach.
- d) Checklist of what you have taught.

## 7. Cheat Sheet / Reference List

Students, teachers, and professional writers all can benefit from a quick review of important writing and grammar skills. If we want skills and concepts to stick, from time to time, we must review them. Furthermore, a quick review of specific writing skills can improve writing at most stages of the writing process. This holds true for beginning writers and professional writers alike. Not every list in this collection of lists is ideal for the job of cheat sheet, but many are.

## 8. Teaching Writing Across the Curriculum and Analyzing Literature

The truth of writing and grammar exists on the printed page of every textbook that students read. Of course, the narrative stories they read and the poetry they read also contain the truth. The more skills and concepts that a teacher understands on these lists, the easier it is to use these lists to teach writing across the curriculum. Teachers can use these lists to analyze text with students and to create assignments that use a variety of skills.

## 9. Achieve Clarity

People have been creating grammar and writing models for thousands of years, and they continue to do so. The result is that we have competing terms and models that express the same ideas (as if the subject matter wasn't already confusing enough). For this reason, it takes a certain amount of focused research to figure out what you don't understand and then to clear up your confusion.

Usually, when we read that there are three or four different types—it's not true. What the author means is that there are three or four different types in *this model*. A different model may claim that there are five different types and use different words to name the types.

For this reason, this ebook highlights everything that creates confusion. This ebook highlights synonyms, areas of confusion, and competing models. This ebook lists related items side-by-side in order to foster curiosity and comparison. This ebook is not an over-simplified checklist. My goal is to have the user constantly asking questions about his or her confusion: "What's that? Doesn't this term mean the same thing as that term? What's the difference between this and that?"

## 10. Eliminate Oversimplification

Most writing and grammar models are simplifications. We have the current popular model, we have all of the models that came before, and we have the models that are yet to come. We teach students that these models contain the truth when they are in reality just a simplification of the truth.

Here is what Edwin Herbert Lewis said in *The History of the Paragraph* (1894) about types of paragraphs, "There may be as many types of paragraph as there are ways of developing an idea. Exhaustively to enumerate these types would be useless and would require an arbitrary method." Well said! Of course, it doesn't do our students much good to teach them that truth—or should I say, only that truth.

Years ago, I read five (or more) books on grammar, and it seemed like I read the same book five times. They were all the same ideas with the same format and the same list of exceptions. Although I came to understand the basic things better, the books left me with the same questions and the same confusion. I broke through that confusion by examining texts and asking questions about the things that did not make sense to me. I researched my confusion question by question. Quickly, I discovered that it's common knowledge that traditional school grammar has many serious flaws and that erroneous theories persist simply because no other theory has been able to replace it.

In short, I hope this ebook helps teachers break through the world of oversimplification. The text that students read is often different from what we teach them about writing. Even simple sentences are often more complicated than they appear on the surface.

## A. Grammar and Sentences

1. Grammar: Parts of Speech in Sentences
2. Grammar: Sentence Structure and Sentence Concepts

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Do you want to get better results than ever before?

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# 1. Grammar: Parts of Speech in Sentences

1. Nouns: definition of a noun; examples of people, places, things, ideas; proper and common nouns; capitalization rules; count nouns and uncountable nouns (mass nouns); singular nouns and plural nouns; irregular plural nouns; collective nouns; concrete and abstract nouns; compound nouns; hyphenated nouns; possessive singular nouns and possessive plural nouns; nouns used as adjectives; gerunds (verb forms that function as nouns); create nouns from adjectives; create nouns from verbs; how to modify nouns; appositives; nouns vs. pronouns; predicate nouns / predicate nominative; noun phrase; sentence subject vs. simple subject; direct objects; indirect objects; object of the preposition; object complements; functions of nouns in a sentence; case (subjective/nominative, possessive, and objective); number.

2. Verbs: definition of a verb; main verbs; action verbs; linking verbs; helping verbs; auxiliary verbs; complete verbs; verb phrase; split verb phrase; linking verbs vs. helping verbs; state of being verbs; simple verbs vs. complex verbs; multi-word linking verbs; subject verb agreement; regular and irregular verbs; past, present, and future tense; the traditional 12 verb tenses; verbals (gerunds, participles, infinitives - verb forms that function as a different part of speech); contractions; how to modify verbs; verb suffixes and verb suffix spelling rules; transitive and intransitive verbs; action verbs vs. non-action (stative) verbs; infinitives (a verb form that functions as a noun, adjective, or adverb); infinitive phrase; split infinitive; active voice and passive voice; finite vs. infinite verbs; phrasal verbs; complements (objects, predicate nouns, predicate adjectives); mood (indicative, imperative, and subjunctive); number; modal verb (auxiliary verb that expresses necessity, obligation, or possibility).

3. Pronouns – Eight Kinds of Pronouns: 1) personal pronouns / first-person pronouns; 2) possessive pronouns; 3) reflexive pronouns; 4) demonstrative pronouns; 5) relative pronouns; 6) interrogative pronouns; 7) indefinite pronouns; 8) intensive pronouns.

Case: 1. subjective/nominative = pronouns used as subjects or predicate nouns, 2. objective = pronouns used as objects, and 3. possessive = pronouns that show possession.

definition of a pronoun; noun vs. pronoun; antecedent; contractions; number; pronoun-antecedent agreement; possessive pronouns vs. possessive adjectives vs. possessive determiners vs. possessive nouns vs. more ways these overlap; omitting the relative pronoun “that”; relative pronouns and subordinate/dependent clauses.



4. **Adjectives:** definition of an adjective; descriptive adjectives vs. limiting adjective vs. can function as an adjective (participles, infinitives, adjective phrases, adjective clauses); attributive adjectives; predicate adjectives; adjective order; true adjectives; articles; determiners; gradable adjectives; adjectives as an object complement; adjective degree (positive/base form vs. comparative form vs. superlative form); more/most vs. er/est; proper adjectives; adjective comma rules; adjectives in a series; coordinate adjectives vs. cumulative adjectives; participle-adjective sentence starters; appositive adjectives; compound adjectives; phrasal adjectives; hyphenated adjectives; adjective overuse and purple prose; common adjective suffixes; changing adjectives to adverbs; the questions that adjectives answer; intensifying adjectives.

**Things that Function as Adjectives:** 1) true adjectives, 2) determiners\*, 3) participle adjectives, 4) adjectival phrases, 5) adjectival clauses.

5. **Determiners – Nine Types of Limiting Adjectives:** 1. articles; 2. possessive adjectives; 3. indefinite adjectives; 4. demonstrative adjectives; 5. interrogative adjectives 6. numbers: cardinal adjectives; 7. numbers: ordinal adjectives; 8. nouns used as adjectives; 9. possessive nouns as adjectives: common and proper.

definition of a determiner; determiner vs. adjective; history of the determiner; limiting adjective = determiner; determiner & pronoun identification; possessive adjective vs. possessive pronoun; the questions determiners answer; pre-determiners, central determiners, and post-determiners.

6. **Adverbs:** definition of an adverb; the questions that adverbs answer; intensifier / intensifying adverbs; qualifiers; changing adverbs to adjectives; positive/base form vs. comparative form vs. superlative form; more/most vs. er/est; conjunctive adverbs; relative adverbs; interrogative adverbs; adverbs that modify verbs; adverbs that modify adjectives; adverbs that modify adverbs; sentence adverbs; sentence adverbials; subjuncts; disjuncts; conjuncts.

**Things that Function as Adverbs—i.e., Types of Adverbials:** 1) adverbs, 2) prepositional phrases, 3) infinitives, 4) infinitive phrases, 5) adverbial nouns, 6) adverbial noun phrases, 7) adverbial clauses.

**Quirk et al. (1985) – Seven Semantic Roles of Adverbials:** 1. SPACE (position, direction, distance); 2. TIME (position, duration, frequency, relationship); 3. PROCESS (manner, means, instrument, agentive); 4. RESPECT; 5. CONTINGENCY (cause, reason, purpose, result, condition, concession); 6. MODALITY (emphasis, approximation, restriction); 7. DEGREE (amplification, diminution, measure).

7. Prepositions: definition of a preposition; preposition vs. prepositional phrase; object of the preposition; how to find the object of the preposition; complex prepositions; phrasal prepositions; prepositions that are also used as adverbs; preposition or adverb; the squirrel and the squirrel fallacy; preposition vs. phrasal verb.

8. Conjunctions – Three Kinds of Conjunctions: 1) coordinating conjunctions; 2) subordinating conjunctions; 3) correlative conjunctions.

definition of a conjunction; conjunction vs. conjunctive adverb; conjunctions and compounding; conjunctions between words; conjunctions between phrases; conjunctions between clauses; starting a sentence with a conjunction; asyndeton; polysyndeton; conjunctions that also function as prepositions or adverbs; multi-word subordinating conjunctions; omitting “that”; subordinating conjunctions vs. relative pronouns vs. relative adverbs; FANBOYS.

9. Interjections: definition of an interjection; interjection vs. exclamation vs. onomatopoeia vs. introductory words vs. sentence fragments vs. parenthetical elements vs. discourse markers vs. direct address; interjections with commas vs. interjections with exclamation marks; commas before interjections vs. after interjections; interjections in formal writing vs. stories vs. other genres; mild interjections; interjections in dialogue.

Verbals:

1. Participles are verb forms that function as adjectives – A. past participles, and B. present participles.
2. Gerunds are verb forms that function as nouns.
3. Infinitives are verb forms that function as nouns, adverbs, or adjectives.

Interrogatives: Interrogative Adverbs (Where is Jim?); Interrogative Pronouns (Who did it?); Interrogative Determiner/Adjective (What day is it?)

Connectives: coordinating conjunctions, subordinating conjunctions, correlative conjunctions, relative pronouns, relative adverbs, conjunctive adverbs, prepositions.

Omitted Words / Implied Words / Ellipse

## 2. Grammar: Sentence Structure and Sentence Concepts

### Sentences, Phrases, and Clauses

#### Models for Classifying Sentences:

- 1) declarative, 2) interrogative, 3) exclamatory, 4) imperative
- 1) statement, 2) question, 3) exclamation, 4) command
- 1) simple, 2) compound, 3) complex, 4) compound-complex
- 1) loose/cumulative, 2) periodic, 3) balanced

**Subject and Predicate:** complete subject, complete predicate, simple subject, simple predicate, compound subject, compound predicate

**Clauses:** main clause/independent clause, subordinate clause/dependent clause, kernel sentence

**Dependent Clauses:** adverbial clauses, adjective clauses, noun clauses, dependent words, embedded questions

**Types of Phrases in Traditional Grammar:** 1. adverbial prepositional phrase, 2. adjectival prepositional phrase, 3. present participle phrase (verbal phrase), 4. past participle phrase (verbal phrase), 5. gerund phrase (verbal phrase), 6. infinitive phrase (verbal phrase), 7. appositive phrase

**Various Structural and Stylistic Techniques and Concepts:** sentence patterns, simple sentence patterns, sentence openers, appositives, appositive phrases, clear transitions, buried transitions, signal words, connectives, interrupters, sentence adverbials, parallel structure, sentence variety, sentence fluency

**Sentence Structure:** types of modifiers, types of complements, disjuncts, conjuncts

**Phrases and Clauses in Traditional Grammar vs. Phrases and Clauses in Modern Grammar**

**Various Advanced or Modern Clause and Phrase Concepts:** WH-word clauses, verbless clauses, elliptical clauses, reduced clauses, finite clause vs. non-finite clause, head of a phrase

**Common Grammar Errors / False Grammar “Rules”**

**Punctuation:** final punctuation; comma rules; colons; semi-colons; dashes, hyphens; quotation marks; apostrophes

## B. Paragraphs and Whole Compositions

1. Paragraphs and Whole Compositions: Types, Structure, and Concepts
2. Paragraphs and Whole Compositions: Patterns of Organization and Logical Thought Patterns
3. Aristotle's Topics of Invention
4. Introduction and Conclusion Techniques
5. The Research Paper and Research Skills

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# Paragraphs and Whole Compositions: Types, Structure, and Concepts

## Transitions: Types of Transitions

- |                                   |  |
|-----------------------------------|--|
| 1. To compare – show similarities | 17. To divide, classify, categorize  |
| 2. To contrast – show differences | 18. To emphasize or show importance  |
| 3. To show cause                  | 19. To explain   |
| 4. To show effect                 | 20. To give an opinion   |
| 5. To concede                     | 21. To show disagreement   |
| 6. To give examples               | 22. To generalize  |
| 7. To give reasons                | 23. To show exception  |
| 8. To add information             | 24. To clarify   |
| 9. To summarize or conclude       | 25. To specify   |
| 10. To restate or repeat          | 26. Conjunctions – coordinating, subordinating, correlative  |
| 11. To show time                  | 27. Conjunctive adverbs  |
| 12. To show frequency             | 28. Introductory Word or Phrase – direct address; yes or no at the beginning of a sentence; interjection at the beginning of a sentence. |
| 13. To show sequence or order     |  |
| 14. To show space or location     |  |
| 15. To enumerate or list          |  |
| 16. To quote source of knowledge  |  |

## Paragraphs: Isolated Paragraph Terms and Concepts

**Note:** An isolated paragraph is a paragraph that we approach or think about as an isolated unit. In whole compositions, paragraphs are not isolated, as each paragraph contributes to the unified whole. With real writing, we rarely have a goal of writing a single isolated paragraph.

- |  |  |
|--|--|
| 1. Topic Sentence / Main Idea / Controlling Idea | 6. Elaboration                         |
| 2. Details/ Support / Supporting Details         | 7. Development                         |
| 3. Concluding sentence                           | 8. Unity, Coherence, Emphasis          |
| 4. Beginning, middle, ending                     | 9. Paragraph Length                    |
| 5. Transition                                    | 10. Paragraph Rules / Paragraph Theory |

Whole Composition: Concepts and Types of Structural Paragraphs

- |  |                                   |
|--|-----------------------------------|
| 1. Thesis Statement / Controlling Idea | 8. Introduction, Body, Conclusion |
| 2. Unity, Coherence, Emphasis          | 9. Introduction vs. Beginning     |
| 3. Introductory Paragraph              | 10. Body vs. Middle               |
| 4. Concluding Paragraph                | 11. Conclusion vs. Ending         |
| 5. Body Paragraphs                     | 12. Division                      |
| 6. Transitional Paragraph              | 13. Parts and Wholes              |
| 7. Beginning, Middle, Ending           | 14. Titles, Headlines, Headings   |

Essays: Main Types of Essays

1. Literary Analysis Essay
2. Narrative Essay/Personal Narrative Essay
3. Argument/Persuasive/Opinion Essay
4. Formal Essay vs. Informal/Personal Essay

Argument Terms

- |   |  |
|---|--|
| 1. Thesis Statement   | 5. Proof   |
| 2. Reasons / Giving Reasons   | 6. Proof vs. Evidence                                    |
| 3. Claims: a) Claims of Fact, b) Claims of Definition, c) Claims of Value, d) Claims of Cause and Effect, e) Claims about Solutions or Policies | 7. Fact vs. Opinion                                      |
| 4. Evidence: a) Facts, b) Statistics, c) Quotes from Authority, d) Examples, e) Personal Experience   | 8. Refutation  |
|   | 9. Persuasion  |
|   | 10. Argument vs. Persuasion                              |
|   | 11. Persuade with Logic, Emotion, and Ethics/Credibility |
|   | 12. Propaganda   |

Paragraph and Whole Compositions: Big Ideas and Small Ideas

- **Big Ideas:** Topic Sentence, Thesis Statement, Controlling Idea, Main Idea, Controlling Idea Statement, Lead Sentence, Focus Statement, Theme Statement
- **Small Ideas:** Supporting Detail, Major Detail, Minor Detail, Proof, Support, Elaboration

# Paragraphs and Whole Compositions: Patterns of Organization and Logical Thought Patterns

1. Analysis
2. Argument: State Claims, Reasons, and Evidence
3. Background / Overview / Circumstances
4. Cause / Effect
  - Single Cause – Single Effect
  - Single Cause – Multiple Effects
  - Multiple Causes – Single Effect
  - Multiple Causes – Multiple Effects
  - Effect – Cause
  - Effect – Multiple Causes
5. Chronological Order – Time Order – Sequence
  - Narrative: Things that happened
  - Process / How-To
6. Clarification
7. Classification / Division: Divide the topic into parts or categories and discuss each one.
8. Compare (Similarities) and/or Contrast (Differences)
  - Point by Point vs. Block Method
  - By Degree: Most to Least, or Best to Worst, etc.
  - By Degree: Least to Most, or Worst to Best, etc.
  - Analogy: Use Analogy to Explain
9. Critique / Evaluation
10. Definition

11. Description

- General Description of People, Places, and Things
- Use Sensory Details
- Scientific Description
- Describe a Process
- Describe an Event in Detail

12. Enumeration or Listing

- Items, Events, Reasons, Causes, Effects, Similarities Differences, etc.

13. Examples

- A Specific Instance, A Case In Point, An Illustration, Support, Hypothetical Example, Brief Example, Extended Example

14. Explain / Explanation

15. Generalization with Support

- Support = Examples, Explanation, Evidence, Facts, etc.

16. Inverted Pyramid

17. Logical Order

- Deductive Reasoning
- Inductive Reasoning
- Syllogism / Enthymeme / Premise / Conclusion / Draw a Conclusion

18. Narrative: Tell What Happened

- (Specific Instances, Events, Incidents, Occurrences, a Process, etc.)

19. Order Based on Importance or Intensity

- Climactic Order: Least to Most Important
- Anticlimactic Order: Most Important to Least Important
- Bookend Order: Most important at the beginning and the end, with the least important in the middle.

20. Order Based on Specificity or Complexity

- General to Specific
- Specific to General
- Simple to Complex



21. Points

- PPE: Point, Proof, Explanation
- PPC: Point, Proof, Comment
- PEE: Point, Evidence, Explanation
- PQC: Point, Quote, Comment
- PQE: Point, Quote, Explanation
- PEA: Point, Evidence, Analysis
- CEC: Claim, Evidence, Commentary

22. Problem / Solution

- Single Problem – Single Solution
- Single Problem – Multiple Solutions
- Multiple Problems – Single Solution
- Multiple Problems – Multiple Solutions

23. Question and Answer

24. Reason: Giving a reason and providing support, evidence, and explanation is the foundation of argument.

25. Response to Literature / Literary Analysis

- PQC: Point, Quote, Explanation
- PPC: Point, Proof, Explanation

26. Spatial Order

27. Summary

- To condense text and express it in brief.
- To summarize or sum up what came prior: e.g., 1) in a conclusion of an essay, or 2) by using “in short,” “put simply,” or “in conclusion.”
- Summarize vs. Paraphrase vs. Retell

28. Two-Sides of a Topic (Compare and Contrast)

- Pro vs. Con
- For vs. Against
- Advantages vs. Disadvantages
- Benefits (Rewards) vs. Drawbacks (Costs)
- Praise vs. Criticism

# Aristotle's Topics of Invention

Aristotle (384 BC—322 BC) formulated the foundation of rhetoric and logic that has existed for over 2,000 years. In the 19<sup>th</sup> century, with printed material becoming ubiquitous, theorists built on Aristotle to create a rhetoric aimed more specifically at writing. Although theorists and scholars have already integrated much of Aristotle's work into what we learn about writing today, it is certainly worthwhile to understand the source material. Here is one nice model:

| Aristotle's Topics of Invention  |  |
|--|--|
| Common Topics  | Special Topics   |
| Definition <ul style="list-style-type: none"> <li>• Genus / Species</li> </ul>   | Judicial <ul style="list-style-type: none"> <li>• justice (right)</li> <li>• injustice (wrong)</li> </ul>  |
| Division <ul style="list-style-type: none"> <li>• Whole / Parts</li> <li>• Subject / Adjuncts</li> </ul>   | Deliberative <ul style="list-style-type: none"> <li>• the good</li> <li>• the unworthy</li> <li>• the advantageous</li> <li>• the disadvantageous</li> </ul> |
| Comparison <ul style="list-style-type: none"> <li>• Similarity / Difference / Degree</li> </ul>  | Ceremonial <ul style="list-style-type: none"> <li>• virtue (the noble)</li> <li>• vice (the base)</li> </ul>   |
| Relationship <ul style="list-style-type: none"> <li>• Cause / Effect</li> <li>• Antecedent / Consequence</li> <li>• Contraries</li> <li>• Contradictions</li> </ul>  |  |
| Circumstances <ul style="list-style-type: none"> <li>• Possible / Impossible</li> <li>• Past Fact / Future Fact</li> </ul>   |  |
| Testimony <ul style="list-style-type: none"> <li>• Authorities</li> <li>• Witnesses</li> <li>• Maxims or Proverbs</li> <li>• Rumors</li> <li>• Oaths</li> <li>• Documents</li> <li>• Law</li> <li>• Precedent</li> <li>• The supernatural</li> </ul> |  |
| Notation and Conjugates  |  |
| CC3.0 <a href="http://rhetoric.byu.edu/Canons/Invention/topics_of_invention/topics.htm">http://rhetoric.byu.edu/Canons/Invention/topics_of_invention/topics.htm</a>  |  |

## Introduction Techniques

1. Preparatory – Overview of Topic, Overview of Circumstances, Background Information, Context
2. A Bold or Startling Statement / The Shocking Truth (At least nine different types.)
3. A Bold or Startling Paragraph / The Shocking Truth
4. Anecdotal Leads / Narrative Leads / Story Leads
  - a) Dialogue
  - b) Anecdotal Lead: A short, interesting, purposeful story.
  - c) Set the Scene Lead
5. Curiosity Leads
  - a) Ask a Question the Reader Wants to Know the Answer To
  - b) Delayed Identification Lead
  - c) State What the Audience Already Knows, Then Tease What They Don't Know
6. Ask a Question the Reader Feels Compelled to Answer in His or Her Mind
7. Quotation
  - a) State a Famous Quote, Saying or Proverb
  - b) Quote an Authority
8. Definition
  - a) State a Dictionary Definition
  - b) State a Common or Self-Generated Definition
9. LFR™: Literary Techniques, Figures of Speech, Rhetorical Devices
10. Fact Pact / A Marshalling of Facts
11. Summary Lead / The Six W's Lead
12. The Two Sides or Side-by-Side Introduction
  - a) Juxtaposition: Bring together two things that don't typically go together.
  - b) Compare and Contrast
  - c) Point/Counterpoint
13. The Corrective Opening
14. Inspirational or Enthusiastic Appeal
  - a) Appeal to an Ideal or Qualities that We Admire
  - b) Celebrate the Topic
  - c) Inspirational Background Information
15. The Tell Them Introduction
16. State Common Ground
17. What's In It For Me? / The Benefits Open
18. The Bookend Open

## Conclusion Techniques

1. The Tell Them Conclusion
2. Summarize
3. Sum Up
4. What's Next? Where Do We Go From Here? – To Infinity and Beyond!
5. Questions
6. Call to Action: Charge!
7. Call to Thought / Call for Reflection
8. The Bookend Close
9. Come Full Circle
10. Anecdotal Conclusion / Narrative Conclusion / Story Conclusion
11. So What?
12. Quotation

### Introductions and Conclusions: Sentence-by-Sentence or Step-by-Step Patterns

#### Introduction: General to the Specific Point

1. Hook / Grabber / Attention Getter
2. Develop the Hook / Grabber / Attention Getter
3. Transition or Connect to the Thesis Statement or Controlling Idea Statement
4. State the Thesis Statement or Controlling Idea Statement

#### Conclusion: The Specific Point to General

1. Thesis Statement: Restate your thesis statement.
2. Summary Statements / Main Ideas: Explain how your main ideas and topic sentences have supported and proved your thesis statement. Explain how the pieces of the puzzle fit together to create proof.
3. Clincher / Emphatic Ending / Closing

# The Research Paper and Research Skills

1. **Referencing Styles/Citation Styles:** MLA Style vs. APA Style vs. Chicago Style
2. The Research Process/The Writing Process
3. Reasons for Using Sources / Writing From Sources
4. **Types of Sources and Where to Find Sources:** internet, library, interviews, speeches, observation, surveys, newspapers, encyclopedia, magazines, journals, TV, primary sources, secondary sources.
5. **How to Research / How to Find Sources / How to Use the Library**
6. **Evaluating Sources:** credibility, authority, objectivity, bias, currency/timeliness, accuracy, relevancy.
7. **Skimming and Scanning Possible Sources**
8. **Note Taking:** types and methods; the index card system; dangers of copy and paste; how to track and manage your quotes and sources.
9. **Plagiarism vs. Common Knowledge vs. Fair Use vs. Copyright**
10. **Methods for Writing From Sources:** quoting sources; paraphrasing sources; summarizing sources.
11. **Methods for Citing Sources:** in-text citations/parenthetical citations vs. footnotes/endnotes.
12. **The Citations Page:** bibliography, annotated bibliography, works cited page, reference list, permissions.
13. **Notes:** content notes vs. bibliographic notes, footnotes, endnotes, explanatory notes, headnotes.
14. **Quote Concepts and Techniques:** direct quote; indirect quote; paraphrase; editing quotes (ellipses, interpolation, sic, brackets); quote location (beginning, middle, or end of a sentence); long quotes; block quotes; quotes vs. dialogue; speaker tags; speaker tag location; *said* substitutes; quotation mark rules; quoting questions; scare quotes; broken quotes; partial quotes; blind quotes.

## C. LFR™ : Literary Techniques, Figures of Speech, Rhetorical Devices

1. Figures of Speech and Rhetorical Devices: Schemes and Tropes
2. Logical Fallacies
3. Genre: Build a Genre
4. Story Concepts and Techniques
5. Vocabulary and Spelling Concepts

Are you getting the results you want  
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# Figures of Speech and Rhetorical Devices: Schemes and Tropes

1. Schemes: 1) Schemes are used for effect. 2) They DO NOT affect meaning.
2. Tropes: 1) Tropes are used for effect. 2) They DO affect meaning.

Schemes: 1) Schemes are used for effect. 2) They DO NOT affect meaning.

1. **Omission of Sounds, Syllables, or Letters:** Elision
2. **Omission of Words:** Ellipsis, Asyndeton
3. **Sound Play:** Cacophony, Euphony
4. **Repetition of Sounds:** Alliteration, Assonance, Consonance, Rhyme
5. **Repetition of Words:** Polysyndeton, Anadiplosis, Anaphora, Conduplicatio, Epistrophe, Polyptoton, Symploce, Epanalepsis, Mesodiplosis, Adnomination, Antistrophe, Epizeuxis
6. **Repetition and Reversal:** Chiasmus, Antimetabole
7. **Parallel Structure:** Isocolon, Parallelism, Tricolon
8. **Sentence Structure:** Parataxis, Syntaxis, Hypotaxis
9. **Order or Placement of Words, Phrases, Clauses, and Ideas for Effect:** Climax, Anti-Climax, Anastrophe, Antithesis, Parenthesis, Apposition, Juxtaposition

Tropes: 1) Tropes are used for effect. 2) They DO affect meaning.

1. **Overstatement or Understatement:** Hyperbole, Litotes, Meiosis, Auxesis
2. **Word Play Built on the Meaning of Words:** Pun, Antanaclasis, Onomatopoeia, Zeugma, Euphemism, Oxymoron
3. **Non-Literal Reference to Something Using Comparison:** Personification, Simile, Metaphor, Analogy
4. **Non-Standard Reference to Something – Other:** Metonymy, Synecdoche, Allusion, Ambiguity, Innuendo, Paralipsis, Tautology, Malapropism, Apostrophe, Periphrasis, Circumlocution
5. **Inversion:** Irony, Paradox, Rhetorical Question (erotema, epiplexis, erotesis, hypophora)
6. **Extended Metaphor:** Allegory, Parable
7. **Proverb, Truism, Cliché, Idiom, Colloquialism**
8. **Dramatic:** Parody, Satire, Aposiopesis, Paraprosdokian, Exclamation

## Additional Literary Techniques

parallel structure, repetition, analogy, anecdote, negation, restatement, metaphor, simile, personification, symbolism, amplification, climax, appeals, apposition, bombast, claims, evidence, colloquialism, context, purpose, audience, concession, refutation, deduction, induction, syllogism, enthymeme, figure of speech, figurative language, hypothesis, imagery, irony, premise, conclusion, non sequitur, theme, tone, motif, thesis, premise, understatement, hyperbole, alliteration, antithesis, first person vs. second person vs. third person, retell, paraphrase, quote, direct quote, indirect quote, dialogue, point of view, viewpoint – and more.



# Logical Fallacies

Formal Syllogistic Fallacies: Illicit Major, Illicit Minor, Undistributed Middle, Fallacy of Four Terms, Affirming the Consequent, Denying the Antecedent

## 1. Appeal to Emotion

1. Appeal to Emotion (argumentum ad passiones): Appeal to joy, happiness, sadness, anger, love, disgust, fear, surprise, courage, desire, hope, guilt, shame, grief, rage, pleasure, pain, wonder, curiosity, contempt, ridicule, pride.
2. Appeal to Force / Argumentum ad Baculum / Appeal to the Stick
3. Appeal to Pity / Argumentum ad Misericordiam
4. Appeal to Flattery / Appeal to Vanity
5. Wishful Thinking
6. Misleading Vividness

## 2. Fallacies of Relevance / Relevance Fallacies / Fallacies of Irrelevance

1. Ad Hominem: 1. Abusive, 2. Circumstantial / Appeal to Motive, 3. Tu Quoque, 4. Poisoning the Well
2. Bandwagon / Argumentum ad Populum / Argument to the People / Appeal to Popularity / Appeal to Common Belief / Appeal to the Majority / Appeal to Common Belief
3. Appeal to Tradition / Argumentum ad Antiquitatem / Appeal to Common Practice
4. Appeal to Novelty / Argumentum ad Novitatem / Appeal to Newness
5. Appeal to Celebrity
6. Straw Man
7. Red Herring
8. Genetic Fallacy
9. Two Wrongs Make a Right
10. Irrelevant Conclusion / Ignoratio elenchi / Missing the Point
11. Appeal to Unqualified Authority
12. Non Sequitur (Latin for "it does not follow")

## 3. Fallacies of Cause (Note: These are also Fallacies of Weak Induction)

1. Post Hoc Ergo Propter Hoc / Post Hoc Fallacy / Latin: After This, Therefore Because Of This / Happened Before Does Not Mean Caused

2. Cum Hoc Ergo Propter Hoc / Latin: With This, Therefore Because Of This / Correlation Does Not Imply Causation / False Cause
3. Slippery Slope
4. Gambler's Fallacy
5. Fallacy of the Single Cause / Oversimplification
6. False Cause

4. Fallacies of Weak Induction and Generalization

1. Hasty Generalization / Small Sample Size
2. Sampling Bias / Cherry Picking / Unrepresentative Sample
3. Weak Analogy / Faulty Analogy
4. Overwhelming Exception
5. Fallacy of Composition / Part-to-Whole Fallacy
6. Fallacy of Division / Whole-to-Part Fallacy
7. Appeal to Ignorance / Argument from Ignorance
8. Accident / Destroying the Exception / Sweeping Generalization

5. Fallacies of Presumption: Starting with the End in Mind

1. Begging the Question / Circular Reasoning / Petitio Principia
2. Complex Question / Many Questions / Loaded Question
3. Proof by Assertion / Argument from Repetition / Argumentum ad Nauseam
4. False Dilemma / Either-Or Fallacy / Fallacy of the Excluded Middle / False Dichotomy / False Choice / False Alternatives
5. Argument to Moderation / False Compromise

6. Fallacies of Ambiguity or Uncertainty of Meaning

1. Equivocation
2. Ambiguity / Amphiboly

## Genre: Build a Genre

Students are often required to write in specific genres: e.g., 1) formal expository compare-and-contrast essay, 2) biographical narrative essay, 3) modern narrative fairy tale, 4) reflective journal entry. The strategies and techniques required in one genre may be inappropriate in another genre.

1. **Fiction/Non-Fiction**
2. **Four Main Genres:** Narrative, Descriptive, Expository, Argument
3. **Format Genres:** Essay, Article, Report, Research Report, Story, Letter, Journal, Summary, Short Answer, Constructed Response, Response to Literature/Literary Essay, Review/Critique, Advertisement, Directions, Sketch/Passage, Editorial, Op-Ed, Memo, Note, E-mail, Poetry
4. **PIE-RR Purpose:** Persuade, Inform, Entertain, Reflect, Record
5. **More Adjectival Genres:** Fiction, Non-fiction, Historical, Biographical, Autobiographical, Scientific, Informational, Explanatory, Academic, Expressive, Transactional, Personal, Reflective, Social, Friendly, Young Adult, Children, Memoir, Sensory, Literary, News, Journalistic, Business, Ceremonial, Judicial, Exploratory, Magazine, Newspaper, Technical, Deliberative, How-To etc.
6. **Common Thought Patterns, Common Organizational Patterns, and Common Text Structures:**
  - a) **Order:** Chronological Order, Time Order, Sequence, Process, How-to,
  - b) **Classic Concepts:** Cause-Effect, Compare-Contrast, Division-Classification, Spatial Order, Definition
  - c) **Two Sides of an Issue:** Compare-and-Contrast using Pro-Con, Advantages-Disadvantages, For-Against, Benefits-Drawbacks, Praise-Criticism
  - d) **Methods of Development:** Development by Giving Specific Instances, Development by Giving Examples, Development by Giving Reasons, Development by Generalization and Support, Development by Generalization and Explanation, Development by Question and Answer
  - e) **Development with the Point Patterns:** PPE, PPC, PEE, PQC, PQE, PEA, CEC
  - f) **Order Based On Importance or Intensity:** Climatic Order, Anticlimactic Order, Bookend Order
  - g) **Order Based on Specificity or Complexity:** General to Specific, Specific to General, Simple to Complex
  - h) **Order Based on Logic:** Deductive Reasoning, Inductive Reasoning
  - i) **Point by Point vs. Block Method**

# LFR™ : Story Techniques and Concepts

1. Story: Elements: Genre, Characters, Setting (Time and Place), Plot, Problem, Conflict, Point of View, Theme/Theme Statement, Literary Techniques, and Resolution
2. Story: More Story Elements, Style Skills, and Narrative Techniques: Dialogue, Tone, Mood, Point of View, Pace, Style, Motif, Character Arc, Imagery, Description, Sensory Details, Subtext vs. On the Nose, Figures of Speech, Symbolism, Suspension Of Disbelief, Narration, Narrative Time, Diction, Audience, "Show, Don't Tell"
3. Story: Genre: Comedy, Drama, Tragedy, Tale, Myth, Epic, Realistic, Historical, Fantasy, Science Fiction, Horror/Monster, Supernatural, Sports, Western, Mystery, Suspense, Thriller, Detective, Adventure, Survival, Relationship, Friendship, Biographical, Personal, Fact-Based, Satire, Allegory
4. Story: Genre: Netflix: See Netflix's list of unique genres, which numbers in the thousands or tens of thousands.
5. Story: Genre: Tales: Folk Tale, Tall Tale, Fairy Tale, Legend, Myth, Fable, Parable, PourQuoi Tale
6. Story: Basic Plot: 1) Exposition, 2) Inciting Incident / Destabilizing Event, 3) The Decision, 4) Rising Action, 5) Climax, 6) Falling Action, 7) Resolution / Denouement.
7. Story: More Plot and Structure Concepts: Action, Cause-Effect, In medias res, Deus ex machina, Plot Device, Plot Twist, Plot Points, Sub-Plot, Multi-Plot, Revelations, Ticking Clock, Turning Point, Cliffhanger, Chekhov's Gun, The MacGuffin, Red Herring, Eucatastrophe, Happy Ending, Poetic Justice, Reunion, Reconciliation, Goals (Story Goal, Intermediate Goal, Scene Goal), Stakes, Raising the Stakes, The Plan of Action, Obstacles, Opposition, Dramatic Structure, Narrative Hook, Exposition, Scene and Summary, Setup and Payoff, Backstory, Ghost From the Past, Foreshadowing, Flashback, Flash-forward, Bookends, Framing Devices, Frame Story (story-within-a-story), Surprise, Suspense, Change Over Time, Three-Act Structure, Comedy Techniques and Concepts.
8. Story: Types of Plot: Education Plot, Coming of Age, Maturation, Transformation, Reformation, Degeneration, Redemption, Loss and Redemption, Dishonor and Redemption, Competition, Rivalry, Rivalry with a Superior, Rivalry with an Equal, Rivalry with an Inferior, Jealousy, Revenge, Pursuit, Escape, Revolt, Disaster, Daring Enterprise, Self-Sacrifice for Another, Self-Sacrifice for an Ideal, Self-Sacrifice for the Greater Good, Obstacles to Love, Obstacles to

Happiness, Obstacles to a Goal, Loss of Loved Ones, Recovery of Something Lost, Lost and Found, Ambition, Rags to Riches, The Rise, The Fall, The Rise and Fall, The Rise and Fall and Rise Again, Taking Action that Conflicts with Beliefs and Values, Bad Judgment, The Fatal Flaw, Regret, The Enigma, The Hero, The Hero's Journey, The Hero Within, The Underdog, The Puppet Master, The Quest, Discovery, The Fish Out of Water, Good vs. Evil, Temptation, Success Against all Odds, A Bad Deal Made Right, Cinderella, Unappreciated Goodness Rewarded, Rumpelstiltskin, David vs. Goliath, Mistaken Identity, Poetic Justice (Virtue Rewarded & Vice Punished) (*many based on Georges Polti - 1867-1946*)

9. Story: Plots: Aristotle (384 BC – 322 BC)

- ➔ Good person moves from good fortune (happiness) to bad fortune (misery).
- ➔ Good person moves from bad fortune (misery) to good fortune (happiness).
- ➔ Bad person moves from good fortune (happiness) to bad fortune (misery).
- ➔ Bad person moves from bad fortune (misery) to good fortune (happiness).

10. Story: Plots: The "Only" Two Story Plots (**Tolstoy or John Gardner**)

1. A person goes on a journey.
2. A stranger comes to town.

11. Story: Themes: Friendship, Family, Love, Relationships, Money, Greed, Power, Control, Sacrifice, Betrayal, Revenge, Loyalty, Forgiveness, Survival, Success, Failure, Glory, Honor, Truth, Morality, Beliefs, Values, Goodness, Evil, Pride, Jealousy, Arrogance, Modesty, Ambition, Attitude, Change, Meaning of Life, Death, Honesty, Integrity, Freedom, Fun, Commitment, Pain, Heath, Creativity, Problems, Passion, Fate, Destiny, Choices and Decisions, Indecision, Circle of Life, Cause-and-Effect, Denial, Acceptance, Self-Awareness, Self-Discipline, Self-Respect, Gluttony, Loneliness, Suffering, Addiction, Excess, Beauty, Growing Old, Work, The System, Society, Social Norms, Laws and Rules, Tradition, Obedience, Authority, Technology, Nature, Mother Earth, Wastefulness, Patriotism, War, Duty, Equality, Fairness, Respect, Intolerance, Racism, Sexism, Prejudice, Bullies, Kindness, Human Decency, The Human Spirit, Human Nature, Forgiveness, Charity, Trust, Letting Go, Work Habits, Hard Work, Genius, Persistence, Responsibly, Determination, Goals, Leadership, Courage, Cowardice, Effort, Misfortune, Luck, Randomness, Risk, Rewards, Caution, Politics, Religion, Economics

12. Story: Theme Statement: The theme statement is the theme message contained in the story stated in a single sentence.

13. Story: Conflict: 1. Person vs. Person; 2. Person vs. Self; 3. Person vs. Nature; 4. Person vs. God; 5. Person vs. Society; 6. Person Caught in the Middle; 7. Man and Woman; 8. Person vs. Machine or Technology; 9. Person vs. Monster or Evil (*based on Arthur Quiller-Couch 1863-1944*)

14. Story: Point of View / Types of Narrators: 1. First-person, 2. Third-person (a. Third-person Omniscient, b. Third-person Limited, c. Third-person Objective), 3. Unreliable narrator, 4. Third-person, free indirect discourse (FID), 5. Narrative Voice vs. Authorial Voice.
15. Story: Narrative Time: The narrator tells the story in time: 1. Past Tense (most common), 2. Present Tense (trendy), or 3. Future Tense (rare). **Note:** The Historical Present uses the present tense for past events.
16. Story: Narrative Time: Linear, Non-linear, Reverse Chronology, Episodic
17. Story: Using the Four Main Genres in a Story: 1) Narration, 2) Description, 3) Exposition, and 4) Argument.
18. Story: Character Development:
  - a) Four Basic Personality Types: 1) The Extrovert, 2) The Amiable, 3) The Analytical, and 4) The Pragmatic.
  - b) Jung's 12 Primary Archetypes: 1) The Innocent, 2) The Orphan/Everyman, 3) The Hero/Warrior, 4) The Caregiver, 5) The Explorer, 6) The Rebel/Outlaw/Destroyer, 7) The Lover, 8) The Creator, 9) The Ruler, 10) The Magician, 11) The Sage, 12) The Jester/Wise Fool.
  - c) The Enneagram 9 Personality Types: 1) The Reformer, 2) The Helper, 3) The Achiever, 4) The Individualist, 5) The Investigator, 6) The Loyalist, 7) The Enthusiast, 8) The Challenger, and 9) The Peacemaker.
  - d) Myers-Briggs 16 Personality Types: 1) The Duty Fulfiller, 2) The Guardian, 3) The Nurturer, 4) The Caregiver, 5) The Mechanic, 6) The Doer, 7) The Performer, 8) The Artist, 9) The Executive, 10) The Scientist, 11) The Visionary, 12) The Thinker, 13) The Giver, 14) The Protector, 15) The Inspirer, and 16) The Idealist.
  - e) Hero's Journey Archetypes: 1) The Hero, 2) The Mentor/Teacher, 3) The Guardian, 4) The Herald, 5) The Shapeshifter, 6) The Trickster, 7) The Ally, 8) The Shadow.
  - f) Other Story Archetypes: 1) The Scapegoat, 2) The Outcast, 3) The Child, 4) The Mother, 5) The Father, 6) The Evil Character, 7) The Opponent, 8) The Monster, 9) The Detective, 10) The Cowboy, etc.
  - g) Types of Heroes: Hero, Antihero, Reluctant Hero, Tragic hero, Superhero, Byronic Hero.

19. Story: BME: Beginning, Middle, and Ending: 1) Types of beginnings, 2) Techniques for beginnings, 3) Techniques for the middle, 4) Problems in the middle, 5) Types of endings, 6) Techniques for endings.
20. Story: Plot: Hero's Journey (*Vogler's Simplification of Campbell*): **Act 1:** 1) Ordinary World, 2) Call to Adventure, 3) Refusal of the Call, 4) Meeting with the Mentor, 5) Crossing the First Threshold, **Act 2:** 6) Tests, Allies, Enemies, 7) Approach to Inmost Cave, 8) Ordeal, 9) Reward – Seizing the Sword, **Act 3:** 10) The Road Back, 11) Resurrection, 12) Return with the Elixir
21. Story: Character: Character Concepts: Character Arc, Charactonym, Character Traits, Character Flaws, Fatal Flaw (Hamartia), Character Habits, Personification, Anthropomorphism, Pathetic Fallacy, Round Character vs. Flat Character.
22. Story: Character: Types of Characters: First Person Narrator, Protagonist, Antagonist, Deuteragonist, Major Character, Central Character, Minor Character, Hero, Villain, Archenemy, Confidante, Foil, Static Character, Round Character, Flat Character, Dynamic Character, Sidekick, Stock Character, Supporting Character, Symbolic Character, Anthropomorphic Character
23. Story: Symbolic Settings: Utopia, Dystopia, Imaginary World, Big City, Small Town, Farm, Prairie, Factory, Desert, Beach, Ocean, Space, Mountain Top, The Road, The Basement, The Penthouse, An Approaching Storm, The Eye of a Hurricane, etc.
24. Story: Symbolism: symbolic settings; symbolic talisman, symbolic passageways, symbolic events, symbolic use of color, symbolic objects, symbolic use of language, symbolic change over time, symbolic time (time of day, seasons of the year, etc.)

# Vocabulary and Spelling Concepts

1. \*\* See the Parts of Speech lists!
2. synonyms; antonyms; word choice; wordiness
3. homonyms vs. homophones vs. homographs
4. **Morphological Concepts and Strategies:** prefixes; suffixes; affixes; base words; root words; stems; Greek roots; Latin roots; Greek and Latin prefixes and suffixes; word families; Cloze word strategy
5. signal words; transitions; time and order words; concrete words; word choice; sensory words; strong verbs vs. weak verbs
6. spelling rules; apostrophes; abbreviations; syllables; acronyms; British vs. U.S. spelling; compound words; hyphenated words; rules for writing numbers; rules for plurals; rules for possessives
7. connotation vs. denotation
8. overused words; banned words; high-frequency words; other ways to say...
9. words that function as different parts of speech
10. words with multiple meanings
11. how to change words into different parts of speech
12. formal language vs. informal language; academic language; keywords; idioms; colloquial words; invented words; euphemisms; malapropisms; incorrect word usage; commonly confused words
13. gender and race in language
14. dictionary skills; thesaurus skills
15. definition in writing; apposition
16. **Vocabulary Development Strategies:** LINC'S vocabulary strategy, vocabulary notebooks, concept cubes, vocabulary cubes, semantic word maps, Frayer Model, Verbal and Visual Word Association (VVWA) strategy, Word Detective, vocabulary sorts, vocabulary concentration, Marzano vocabulary strategy, Venn diagrams, vocabulary charades, vocabulary Simon Says, mindmaps/webs, word walls, vocabulary cluster, Alphaboxes, vocabulary frames, vocabulary flash cards, vocabulary around the world, KIM strategy.



## D. The Writing Process and Teaching Writing

1. Traits of Effective Writing
2. The Rhetorical Triangle
3. Models in Writing and Teaching Writing
4. Running a Writing Classroom

How much time do you spend teaching writing? Is it working?

Pattern Based Writing: Quick & Easy Essay

# Traits of Effective Writing

Traits of writing have always been a part of rhetoric and writing instruction.

1. John Nichol – English Composition (1889): 1) Accuracy and Clearness, 2) Strength and Grace, 3) Energy and Beauty.

2. Popular 20<sup>th</sup> Century Traits Model: 1) Unity, 2) Coherence, 3) Emphasis

3. Paul B. Diederich's Five Traits of Writing with Fifty-Five Categories of Comment (1961): 1. Ideas, 2. Form, 3. Flavor, 4. Mechanics, and 5. Wording

**Note:** The Six Traits of Writing built on this model.

|   |   |  |
|---|---|--|
| <p>1. Ideas</p> <ul style="list-style-type: none"> <li>• Relevance</li> <li>• Concise-wordy</li> <li>• Clarity of ideas</li> <li>• Quantity of ideas</li> <li>• Development</li> <li>• Too brief or long</li> <li>• Persuasiveness</li> <li>• Ending</li> <li>• Generality</li> </ul>   | <p>2. Form</p> <ul style="list-style-type: none"> <li>• Spelling</li> <li>• Clarity of expression</li> <li>• Organization</li> <li>• Coherence of ideas</li> <li>• Reader agreement</li> <li>• Analysis</li> <li>• Maturity</li> </ul>  | <p>3. Flavor</p> <ul style="list-style-type: none"> <li>• Quality of ideas</li> <li>• Style (general)</li> <li>• Mechanics (general)</li> <li>• Originality</li> <li>• Interest</li> <li>• Beginning</li> <li>• Sincerity</li> <li>• Information and Illustration</li> </ul>   |
| <p>4. Mechanics</p> <ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Grammar</li> <li>• Sentence structure</li> <li>• Phrasing, idiom</li> </ul> <p>5. Wording</p> <ul style="list-style-type: none"> <li>• General</li> <li>• Word choices</li> <li>• Logic</li> <li>• Clichés</li> <li>• Jargon-slang</li> </ul> | <p>Minor Categories</p> <ul style="list-style-type: none"> <li>• Presents opposing idea</li> <li>• Amount of illustration</li> <li>• Originality of expression</li> <li>• Humor</li> <li>• Variety</li> <li>• Middle</li> <li>• Transitions</li> <li>• Paragraphing (general)                         <ul style="list-style-type: none"> <li>▪ too brief</li> <li>▪ too long</li> </ul> </li> </ul> | <p>Minor Categories cont.</p> <ul style="list-style-type: none"> <li>• Variety in sentence structure</li> <li>• Type of sentence                         <ul style="list-style-type: none"> <li>▪ too short</li> <li>▪ too long</li> </ul> </li> <li>• Vagueness</li> <li>• Ornateness</li> <li>• Word form</li> </ul> |

4. The Six Traits of Writing (the 1980s to Present): 1) Ideas, 2) Organization, 3) Word Choice, 4) Sentence Fluency, 5) Voice, and 6) Conventions.

More Traits: Logic, Accurateness, Credibility, Emotion, Balance, Order, Proportion, Focus, Power, Force, Presentation, Technique, Creativity.



## The Rhetorical Triangle

Aristotle's Rhetorical Triangle: 1. Logos (Logic), 2. Pathos (Emotion), 3. Ethos (Ethics/Credibility/Character).

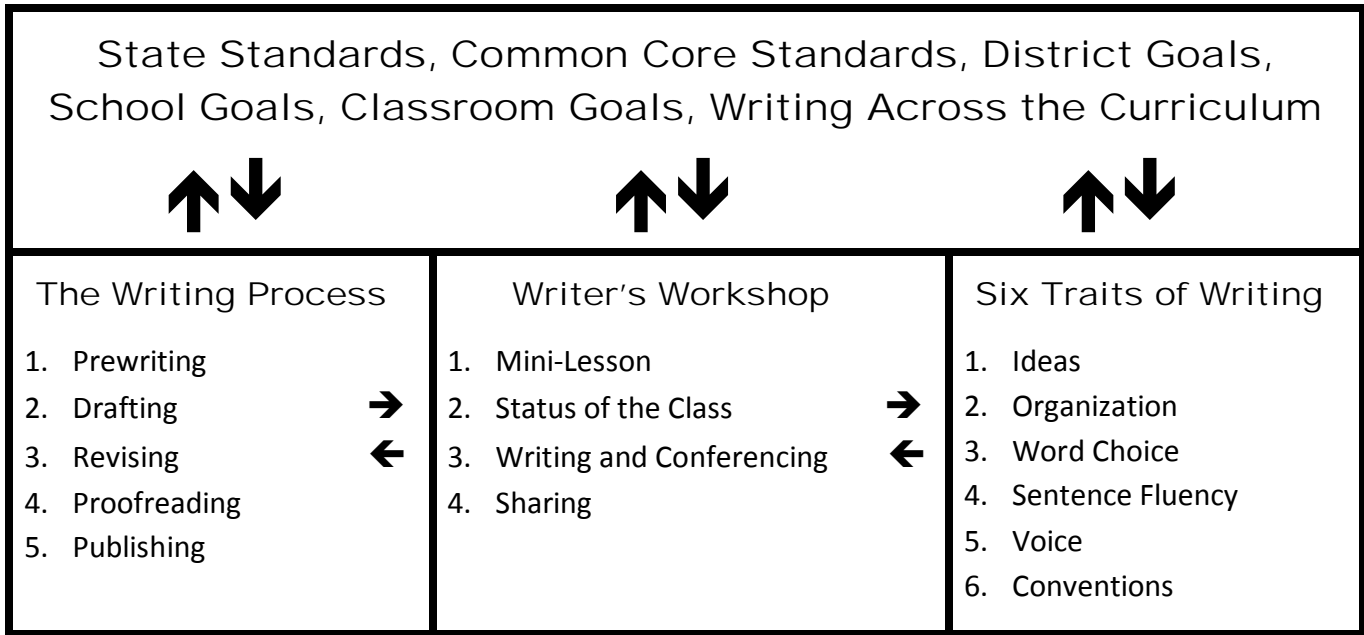
*Note: This is also known as The Rhetorical Appeals, The Aristotelian Appeals, and The Aristotelian Triad.*

Aristotle's Triangle is the foundation for all the triangles, squares, pentagons, hexagons, and heptagons that followed:

1. Rhetorical Triangle: Author, Audience, Purpose (Message/Text in the center)
2. RAFT: Role, Audience, Format, Topic
3. SOAPStone: Speaker, Occasion, Audience, Purpose, Subject, Tone

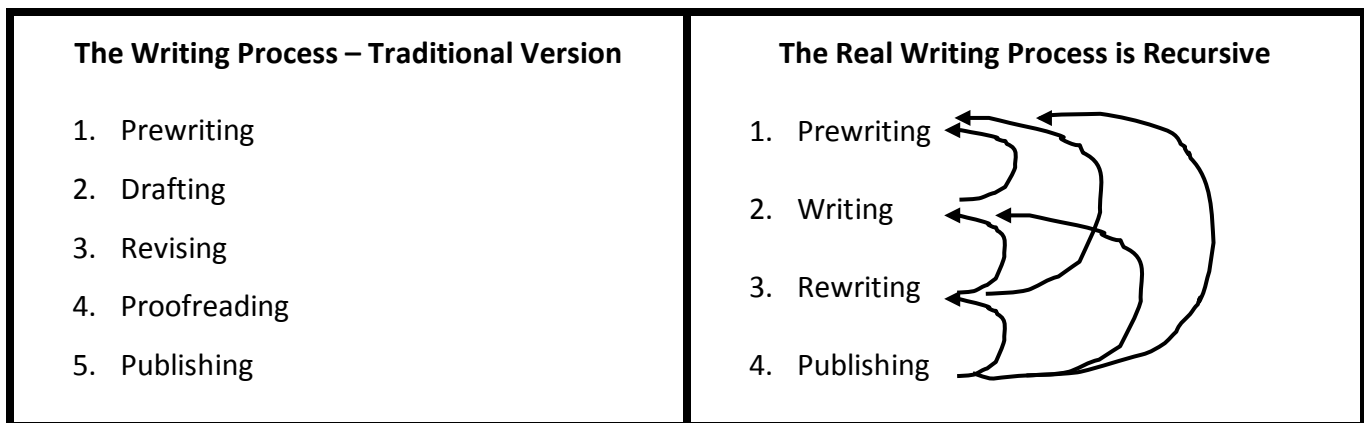
# Models in Writing and Teaching Writing

Whenever we pick up a pencil or type on a computer, we are involved in the writing process. For this reason, we must think about writing and writing models across the curriculum.



## The Writing Process

Many hospital *accidents* occur because people don't properly use the writing process. Yes, the writing process can be a matter of life and death. The writing process should have a goal of communicating the correct message appropriately and effectively. The goal is not to mechanically go through steps. The goal is to get it right--for the circumstances!



# Running a Writing Classroom

Be sure to read [My Eight-Sentence Blueprint for Teaching Writing](#). It's only eight sentences, and it's a complete blueprint for teaching writing. Surely, you can make the time!

Do you want to improve your students' independent writing across the curriculum? In other words, do you want what you teach your students about writing to stick? If you do, how you teach writing is more important than what you teach.

In *The Neglected "R": The Need for a Writing Revolution*, the National Commission on Writing stated two clear facts about teaching writing:

1. "Experiments over the last 50 years have shown negligible improvements in the quality of student writing as a result of grammar instruction."
2. "Decades of research (Elly, 1979, Hillocks, 1986, Freedman, 1993, Freedman and Daiute, 2001) have shown that instructional strategies such as isolated skill drills fail to improve student writing."

This is why *turning pages* in a curriculum is often ineffective and why so many books exist on *how to teach writing*.

1. writing across the curriculum; teaching writing across the curriculum; writing to learn; Writer's Workshop; Six Traits of Writing; finding the time to teach writing; managing time; creating writing assignments; deadlines; time limits; how parents can help support writing; routines and procedures; mini-lessons; why mini-lessons; reading/writing connection; read like a writer; prescriptive vs. descriptive grammar; busywork that doesn't create real writing success; modeling; guided writing; writing frames (framed paragraph, framed response; templates)
2. state writing standards; Common Core writing standards; how to meet the standards; grade-by-grade writing expectations
3. the research on teaching writing; teaching grammar vs. teaching writing; formulaic writing; whole language; product vs. process; authentic writing assignments; myths about writing; grammar myths; traditional grammar vs. modern grammar influenced by linguistics; usage

4. writing from sources; writing from pictures; writing from observation; writing from recall; writing from experience; writing prompts; making text connections (text-to-self, text-to-text, text-to-world)
5. remedial writing instruction; scaffolding writing instruction; writing and special needs; writing accommodations; reluctant writers; reasons why students are reluctant writers; ESL/ELL and teaching writing; writer's block
6. classical rhetoric; imitation in writing; writing and the Great Conversation
7. writing assessments (written vs. multiple choice); rubrics; checklists; problems with rubrics and checklists; student created rubrics and checklists; holding students accountable; grading writing; how to assess writing; analytic rubric; holistic rubric; criteria; genre-specific rubric; task-specific rubric; Six Traits rubric; Six Traits holistic rubric; single-trait rubric; single-skill rubric; single-point rubric; how to create a rubric; how to turn a checklist into a rubric; how to evaluate writing; **released writing prompts**; on-demand writing; writing portfolios; different ways to assess writing; ways to assess writing quickly and consistently
8. conferring with students; providing feedback; responding to student writing; knowing what you know and what you don't know about writing and grammar; how to make a piece of writing better; how to make a piece of writing different; fostering student ownership of writing; the Red Pen
9. Outlining: 1) Learning to write by outlining text, 2) Creating outlines for one's own writing.
10. graphic organizers; quick writes; writing warm-ups; writing journals; writer's notebook; exemplars; mentor text; student writing samples

Pattern Based Writing: Quick & Easy Essay?

Put simply, it works.