

CONTENTS

<i>About This Book</i>	<i>v</i>
<i>How to Use This Book</i>	<i>vi</i>
<i>About the Author</i>	<i>vii</i>
<i>Acknowledgments</i>	<i>viii</i>

Part One: The Dynamics of the Writing Workshop

<i>Section 1: An Overview of the Writing Workshop</i>	3
The Writing Process	4
Your New Role	5
The Teacher's Role in the Writing Workshop	6
A Model of a Typical Writing Workshop	7
Scheduling Your Writing Workshop	8
Promoting Your Writing Workshop	8
Enlisting Support for Your Writing Workshop	10
<i>Reproducible:</i> Things Parents Can Do to Foster Good Writing Habits in Their Children	
<i>Section 2: Managing Your Writing Workshop</i>	13
<i>Reproducible:</i> Student Responsibilities in the Writing Workshop	
Creating and Maintaining a Writing Environment	15
The Writing Environment	17
<i>Reproducible:</i> Student Writers' Tools of the Trade	
<i>Reproducible:</i> Rules for Working in Groups	

Planning Your Workshop Lessons	20
Managing Time in the Writing Workshop	21
Keeping Students Motivated	22
Time-Savers	23
When Discipline Is Necessary	24
Evaluation	28
Monitoring the Progress of Your Students	29
<i>Reproducible: Daily Log</i>	
Writing Across the Curriculum	32
<i>Reproducible: Skills Analysis Sheet</i>	
<i>Reproducible: Checklist for Types of Writing</i>	

Part Two: The Stages of the Writing Process

<i>Section 3: Prewriting</i>	37
Prewriting Strategies	37
Freewriting	37
Activity 1: A Freewriting Exercise	
<i>Reproducible: Freewriting Sample</i>	
Clustering	38
Activity 2: Creating Clusters	
<i>Reproducible: A Sample Cluster</i>	
Idea Listing	41
Activity 3: Making an Idea List	
<i>Reproducible: Sample Idea List</i>	
Brainstorming	41
Activity 4: Brainstorming for Ideas	
<i>Reproducible: Brainstorming Guide</i>	
Rehearsing	45
Activity 5: Rehearsing for Ideas	
<i>Reproducible: A Prewriting Warm-Up</i>	
Role Playing	45
Activity 6: Role Playing to Find Ideas	
<i>Reproducible: Choose a Role</i>	
Researching	46
Activity 7: Using the Internet for Research	
<i>Reproducible: Using Search Engines to Find Information on the Internet</i>	
Organizing Writing	50
<i>Reproducible: A Structure Form</i>	

Drawing and Diagramming	52
Journals	52
<i>Reproducible:</i> Writing Journal Guidelines for Students	
Idea Folders	54
Personal Experience	54
Activity 8: Personal Experience and Ideas	
<i>Reproducible:</i> Inventory of Personal Experience	
Observation	56
Activity 9: Observation and Ideas	
<i>Reproducible:</i> What Do You See?	
Angles and Viewpoints	56
Activity 10: Viewing from All Points and Angles	
<i>Reproducible:</i> Seeing All Sides	
Using Questions to Explore Topics	58
Activity 11: Focusing Topics	
<i>Reproducible:</i> Exploring a Writing Topic	
<i>Section 4: Drafting</i>	63
Writing the Draft	63
Activity 12: Questions to Ask During Drafting	
The Foundations of Good Writing	64
Activity 13: The Elements of Good Writing	
Strategies to Aid Drafting	65
<i>Section 5: Revision</i>	69
Revision Mechanics	69
Teaching Revision	69
Revising for Unity	70
Revising for Order	70
Revising for Conciseness	70
Activity 14: Revision Strategies	
The Use of Computers in Revision	72
<i>Reproducible:</i> Computers and Writers	
Revision Pitfalls to Avoid	74
Activity 15: A Revision Plan	
Writing Conferences	75
Activity 16: A Role-Played Writing Conference	
<i>Reproducible:</i> A Writing Conference Started by the Teacher	
<i>Reproducible:</i> A Writing Conference Started by a Student	

Some Conference Strategies	79
Peer Conferences	80
<i>Reproducible</i> : Peer Conference Questions	
Activity 17 : Strategies for Effective Peer Conferences	
<i>Reproducible</i> : Peer Group Guidelines	
<i>Reproducible</i> : Revision Checklist	
Section 6: Editing	85
Strategies for Teaching Editing Skills	85
Activity 18 : Using a Dictionary	
<i>Reproducible</i> : Editing Reminders	
Activity 19 : Using a Thesaurus	
Activity 20 : Using an Author's Stylebook	
Editing Partners	89
Editing Groups	89
<i>Reproducible</i> : Editor's Checklist	
Activity 21 : Using Editor's Marks	
Proofreading	92
Section 7: Publishing	93
The Author's Chair	93
Peer Group Sharing	94
Computers and Publishing in the Writing Workshop	94
A Word on Copiers	95
E-Mail as a Means of Sharing and Publishing	95
<i>Reproducible</i> : A Model Release Form	
<i>Reproducible</i> : E-Mail Etiquette for Writers	
Producing Class Magazines	98
Tips for Producing Class Magazines	100
Producing Books Written by Students	101
Web Sites for Sharing Writing	101
Web Sites That Publish the Writing of Students	102
How to Establish a Web Site to Display Student Writing	103
Still More Ways to Share	104
Submitting Student Writing to Magazines	104
Activity 22 : Submitting Writing to Magazines	
<i>Reproducible</i> : Tips for Submitting to Magazines	
Activity 23 : Writing a Query Letter	
<i>Reproducible</i> : Sample Query Letter	
<i>Reproducible</i> : Print Markets for Student Writers	

Part Three: Using Mini-Lessons in the Writing Workshop

<i>Section 8: Mini-Lessons for Types of Writing</i>	113
1. Writing Personal Narratives	114
<i>Reproducible: A Big Splash</i>	
2. Writing Essays	116
<i>Reproducible: Slowing Global Warming by Saving Energy</i>	
3. Strategies for Answering Essay Test Questions	118
<i>Reproducible: Essay Test-Taking Tips</i>	
4. Writing How-to Articles	120
<i>Reproducible: How to Make a Budget</i>	
5. Writing Straight News Articles	122
<i>Reproducible: Bat Attacks Alarm Town</i>	
<i>Reproducible: Taking Apart a Newspaper Article</i>	
6. Persuasive Writing	125
<i>Reproducible: Save Trees and the Environment by Recycling Newspapers</i>	
<i>Reproducible: Analyzing a Persuasive Essay</i>	
7. Writing Friendly Letters	128
<i>Reproducible: Sample Friendly Letter</i>	
8. Writing Business Letters	130
<i>Reproducible: Sample Business Letters</i>	
9. Writing Book Reviews	132
<i>Reproducible: A Sample Book Review: A Wrinkle in Time</i> <i>by Madeleine L'Engle</i>	
10. Writing Movie Reviews	134
<i>Reproducible: A Sample Movie Review: The Babe</i>	
11. Writing Fiction	136
<i>Reproducible: The Valentine's Day Dance</i>	
12. Writing Advertising	138
<i>Reproducible: Advertising Fundamentals</i>	
<i>Reproducible: Advertisement Review</i>	
13. Writing Nonrhyming Poems	141
<i>Reproducible: Nonrhyming Poems</i>	
14. Writing Rhyming Poems	143
<i>Reproducible: "Eldorado" by Edgar Allan Poe</i>	
15. Writing Plays	145
<i>Reproducible: The Parts of a Play</i>	
<i>Reproducible: Ghost Hunt</i>	
16. Writing Screenplays	148
<i>Reproducible: The Test</i>	
<i>Reproducible: Screenplay Vocabulary</i>	

<i>Section 9: Mini-Lessons for the Art of Writing</i>	151
17. Writing Effective Leads	152
<i>Reproducible: Leads</i>	
<i>Reproducible: Sample Leads</i>	
18. Organization for Nonfiction Writing	155
<i>Reproducible: Vanishing Rain Forests</i>	
19. Writing Conclusions for Nonfiction Pieces	157
20. Conciseness	158
<i>Reproducible: Cutting Clutter</i>	
21. Avoiding Intensifiers and Qualifiers	160
22. Active and Passive Constructions	161
23. Choosing Strong Verbs for Writing	162
24. Writing Effective Transitions	163
<i>Reproducible: Nonverbal Communication</i>	
25. Developing Imagery	165
<i>Reproducible: Returning to the Beach</i>	
<i>Reproducible: Sense and Image</i>	
26. Tone	168
<i>Reproducible: How You Say It</i>	
27. Comparing and Contrasting	170
<i>Reproducible: Comparing and Contrasting—Nonfiction</i>	
<i>Reproducible: Comparing and Contrasting—Fiction</i>	
28. Avoiding Clichés	173
<i>Reproducible: Clichés</i>	
29. Conducting Interviews	175
<i>Reproducible: Guide to Great Interviews</i>	
30. Using Figures of Speech: Similes, Metaphors, and Personification	177
<i>Reproducible: Figures of Speech</i>	
31. Using Onomatopoeia	179
<i>Reproducible: Onomatopoeic Words</i>	
32. Using Alliteration	181
<i>Reproducible: A Sample of Alliteration</i>	
33. Conflict	183
<i>Reproducible: The Runaway</i>	
34. Characterization	185
<i>Reproducible: Revealing Character</i>	
<i>Reproducible: Character Chart</i>	
35. Writing Dialogue	189
<i>Reproducible: Dialogue Samples</i>	
36. Developing Settings	191
<i>Reproducible: Setting Samples</i>	

37. Using Flashbacks	193
<i>Reproducible: The Party</i>	
38. Foreshadowing	195
<i>Reproducible: The Ranch</i>	
39. Constructing Effective Climaxes	197
40. The First-Person Point of View	198
<i>Reproducible: First-Person Point of View Fact Sheet</i>	
41. The Third-Person Point of View	200
<i>Reproducible: Third-Person Point of View Fact Sheet</i>	
42. The Limited Point of View	202
<i>Reproducible: Example of Limited Point of View: Final Batter</i>	
43. Multiple Point of View	204
<i>Reproducible: Example of Multiple Points of View: Final Batter</i>	
44. Avoiding Plagiarism	206
<i>Reproducible: Citing Sources</i>	
45. Choosing Titles	208
<i>Reproducible: Titles</i>	
<i>Section 10: Mini-Lessons for the Mechanics of Writing</i>	211
46. Types of Sentences	212
<i>Reproducible: Sentences</i>	
47. Sentence Patterns	214
<i>Reproducible: Examples of Sentence Patterns</i>	
48. Subject and Verb Agreement	216
49. Compound Subject and Verb Agreement	217
50. Subject and Verb Agreement with Intervening Phrases	218
51. Subject and Verb Agreement: <i>Doesn't</i> or <i>Don't</i>	219
52. Subject and Verb Agreement: <i>There's</i> , <i>Here's</i> , and <i>Where's</i>	220
53. Subject and Verb Agreement: Indefinite Pronouns	221
54. Subject (Pronoun) and Verb Agreement	222
55. Agreement of Pronouns and Antecedents	223
56. Possessive Nouns	224
57. Paragraphing	225
<i>Reproducible: Developing Paragraphs, Sample 1</i>	
<i>Reproducible: Developing Paragraphs, Sample 2</i>	
58. Varying Sentences to Make Writing Interesting	228
59. Combining Sentences for Variation	229
<i>Reproducible: Example of Combining Sentences</i>	
60. Sentence Fragments	231
<i>Reproducible: Find the Fragments</i>	
61. Run-On Sentences	233
<i>Reproducible: Finding and Fixing Run-Ons</i>	

62. Avoiding Misplaced Modifiers	235
63. Tenses: Choosing the Present or the Past	236
64. The Past Perfect Tense: Showing Previous Past Action	237
65. Using <i>Did</i> or <i>Done</i> Correctly	238
66. Writing with Sounds That Are Not Words	239
67. Avoiding Double Negatives	240
68. Using Italics for Titles and Names	241
69. Using Italics for Emphasis	242
70. Using Quotation Marks for Titles	243
71. Using Quotation Marks for Emphasis	244
72. Using Parentheses	245
73. Using the Dash	246
74. Using Hyphens with Compound Words and Numbers	247
75. Writing Lists with Colons and Commas	248
76. Spelling Strategy 1: Dictionaries and Spell Checkers	249
77. Spelling Strategy 2: Proper Pronunciation	250
78. Spelling Strategy 3: Spelling Confusions	251
<i>Reproducible: Spelling Confusions</i>	
79. Spelling Strategy 4: Personal Spelling Lists	253
80. Overusing <i>So</i> and <i>Then</i>	254
81. Using <i>Affect</i> and <i>Effect</i> Correctly	255
82. Using <i>All Right</i> and (Not) <i>Alright</i>	256
83. Using <i>Among</i> and <i>Between</i> Correctly	257
84. Using <i>Bad</i> and <i>Badly</i> Correctly	258
85. Avoiding <i>Could Of</i> and Similar Constructions	259
86. Using <i>Farther</i> and <i>Further</i> Correctly	260
87. Using <i>Fewer</i> and <i>Less</i> Correctly	261
88. Using <i>Good</i> and <i>Well</i> Correctly	262
89. Using <i>In</i> and <i>Into</i> Correctly	263
90. Using <i>It's</i> and <i>Its</i> Correctly	264
91. Using <i>There</i> , <i>Their</i> , and <i>They're</i> Correctly	265
92. Using <i>Who's</i> and <i>Whose</i> Correctly	266
93. Using <i>Your</i> and <i>You're</i> Correctly	267
94. Using <i>Lay</i> and <i>Lie</i> Correctly	268
95. Using <i>Lose</i> and <i>Loose</i> Correctly	269
96. Using <i>Off</i> Rather Than <i>Off Of</i>	270
97. Using <i>Sit</i> and <i>Set</i> Correctly	271
98. Using <i>Than</i> and <i>Then</i> Correctly	272
99. Using <i>To</i> , <i>Too</i> , and <i>Two</i> Correctly	273
100. Using <i>Who</i> and <i>Whom</i> Correctly	274
<i>Resources</i>	275