

Reading



There are four items to complete in this Reading area:

1. Reading
2. Challenge Activity
3. Powerful Words for a Powerful Vocabulary
4. Successories

I. Reading

Effective Writing

Although writing mechanics — spelling, word choice, sentence structure, subject/verb agreement, and the like — are certainly important to conveying your messages well, there is more to writing than just using correct English.

Everything that is written is done so with a purpose. You write a grocery list so you do not forget to buy what you need when you go to the store.

Memos are written to tell you about something important at work. A diary is written to help the writer keep a record of the author's thoughts and actions.

Becoming an Effective Writer

Writing is often a challenging and frustrating experience; however, the ability to express your ideas clearly, carefully, and professionally will be important to you throughout your college career and in your chosen career field as well. In this unit, you will read about the elements of effective writing and you will

learn how to construct powerful paragraphs. You will also visit the Kaplan University Writing Center and learn about Kaplan's plagiarism policy and how to avoid the pitfalls of plagiarism.

Purposes

Here is a list of some purposes you might have for writing:

Inform	Explore	Explain
Entertain	Describe a process	Argue
Persuade	Evaluate	Analyze
Compare	Problem Solve	Express feelings
	Share an opinion	

Determine the Purpose

When you are given a writing assignment for school, you should first determine the purpose of the writing (other than to get a passing grade, another logical purpose).

Some papers will be designed for simple research, which may include informing, explaining, describing a process, etc. Position papers require that you persuade, argue, and analyze an issue.

There can be more than one purpose for a paper. The more focused your purpose; however, the better you can directly communicate your intention to your audience.

The Purposes or Modes of Writing

Narration ~ Narrative writing focuses on telling a story. Most of us have experienced narrative writing at some point in our lives because story telling is something that is very natural and enjoyable. A narrative account will have a beginning, middle, and an end. Short stories, personal discussions about real-life events, and fictionalized accounts generally use some form of narration.

Description ~ Descriptive writing focuses on presenting details. Much of the writing we do involves some sort of description because this is how we paint a picture for our reader to see. Descriptive captions, personal journaling, and poetry generally include description.

Comparison and/or Contrast ~ Comparison and/or Contrast writing focuses on relationships. Often, we describe events or objects in terms of their similarities and/or differences. Quite often, we use the comparative and contrasting method as a means of highlighting how something has changes or evolved over time. Essays, reports, and personal accounts might all include some form of comparison and/or contrast.

Cause and Effect ~ Cause and effect writing focuses on the actions or events that produce certain outcomes or effects. A writer can chose to begin with causes and lead to effects or use the opposite approach by beginning with the final outcomes and tracing these outcomes to their root causes. Essays, personal accounts, and many different types of reports are likely to include elements of cause and effect writing.

Exposition (Definition and Classification) ~ Expository writing focuses on providing explanations and information. Definition and classification are quite frequently components of expository writing. Much of the written material you use for your college classes would be considered expository writing. Encyclopedia articles, reports, course textbooks, informative essays, and research papers might all use elements of exposition and/or definition.

Persuasion ~ Persuasive writing focuses on convincing the reader to accept a personal opinion or stance on an issue. Many newspaper and magazine articles contain elements of persuasive writing. Effective persuasive writing contains many facts and examples that support specific points. Editorials, advertisements, and reviews generally use elements of persuasion.

Process Analysis ~ Process analysis writing focuses on the specific steps or actions necessary to create certain final outcomes. Process essays, instruction manuals, and recipes would all use elements of process analysis.

Please take time to view the following information found in our KU Writing Center for a more information on the purposes or modes of writing: Writing Modes in Brief: https://kucampus.kaplan.edu/DocumentStore/Docs11/pdf/WC/WritingModesinBrief_v2.pdf

Audience

Your writing audience is the person, or persons, who will read what you write. It could be a specific person, a general group, or people who fit a certain demographic (such as Macintosh users, online students, or people of a certain age bracket).

For coursework, your audience might be your instructor.

There are three major categories of professional audiences:

The Lay Audience has no prior knowledge or experience with your topic. They tend to understand the "human aspect" more than technical details.

The Managerial Audience tends to have some knowledge about your topic, but may not understand or care about too many details. They would like to know how the information fits into the world around them.

The Expert Audience already supposedly knows the basics, so you can use more specific terminology in your explanations. When in doubt which kind of audience you must target for an assignment, you should ask your instructor.

Form

To help you achieve your purpose and reach your audience, you have to determine what form is most appropriate. Different forms include, but are not limited to, lists, paragraphs, essays, reports, presentations, letters, memos, and e-mail.

Your choice of form is often determined by what is expected. A wedding invitation, for example, may not be well accepted if sent as plain text in a bulk e-mail, and presenting your final draft of a major project scribbled on restaurant napkins is not likely to earn you a passing grade.

The Writing Process

Writing is not just a product; it is a complete process that involves prewriting, drafting, revision, and editing:

Prewriting: In the prewriting stage, you should begin to think about your Assignment, determine your purpose and topic, analyze your audience, and begin brainstorming to generate ideas.

Drafting: In the drafting state, you should begin to put your ideas into paragraph or essay form. Think about ways to connect ideas and begin supporting main ideas with specific examples, illustrations, facts, etc.

Revising: In the revision stage, you should take another look at what you have written. Think about ways you might make your writing better, stronger, and clearer.

Editing: In the editing stage, you should double-check your spelling, punctuation, and sentence structure. Your main focus here should be careful proofreading.

Need Help With Writing? The following steps will help you see how to organize your time and energies in the writing process.

Start Early and plan your time, remembering your Time and Stress Management unit.

Carefully Read Directions: Read and re-read the Assignment directions. Think critically about what is required, and ask questions if it is not clear.

Pick Your Topic: Will you have enough resources to do it well, or is the topic too wide and would be too hard to do?

Determine Audience, Purpose, and Form

Research and Evaluate Resources: Ensure that they are appropriate to use.

Stay Organized

The following steps will help you see how to organize your time and energies in the writing process:

Take Notes Carefully: Write them in your own words right away. If you see something that looks like a good quote, write it down carefully, include an indication that it is the author's words, and note exactly on what page it appears.

Organize Your Information with an outline.

Complete a Rough Draft: Write or type a "rough draft," following your outline. Do not assume your first version is your last.

Proofread three ways: Writing mechanics "look at spelling, grammar, and sentence variety. Overall organization "using your outline as a guide, is this the best presentation, or do you need to make adjustments? Formatting, "did you follow APA rules or other directions given by your instructor?"

Review Plagiarism Guidelines and check for proper in-text citation and reference entries.

Other Writing Considerations

- Strong paragraphs begin with a topic sentence to introduce the reader to the information contained in the paragraph.
- An occasional quote is fine, but writing in your own words is always stronger.
- Do not add your opinion inside a summary or paraphrase; make it clear where the original author's thoughts end and yours begin.
- Sentence variety includes typically avoiding writing two sentences in a row that begin with the same word or words.
- Avoid adding unnecessary words or repeating information in different ways.

- If your paper is not long enough, revisit your outline and your notes to see if another major section could be added. You may also have to do more research.
- Remember that all statistics and numbers, as well as quotes, summaries, and paraphrases, require in-text citations.
- Read comments from your instructor when you receive your grade, as you will learn much more from comments than the number of points earned.

Helpful Tools When Writing with Technology

One of the great things about using technology to assist you is the handy tools available to you in many popular word processing programs.

Use the tools wisely to get help with spelling, grammar, and vocabulary. Just make sure to read your writing out loud or have a friend proofread it for you.

Spell Check

The spell-checker found on your word processor is a great tool, but like most tools, a writer needs to use it carefully. In Microsoft® Word®, misspelled words are shown with wavy red underlines, and you can right-click these words to find suggested correct spellings. The tool, however, will not catch misuse of “their” and “there” or the differences in meaning between “incite” and “insight” — some suggestions lead to words with different meanings.

It is important to use your critical thinking skills when making your spelling choices while spell-checking

Here are some examples of misspelled words in Microsoft Word.

“a grat tool”

“wavy red underines”

Grammar Check

Another great tool is Grammar Check.

Similarly, grammar check has its limitations. Grammatically incorrect phrases and sentences are underlined with wavy green lines (some versions of Word might use dark blue), but it has been found that the grammar suggestions made, too often change the meaning you intended to present. Use your critical thinking skills when deciding if something indicated by green underlines really needs to be changed or not.

Writing the Paragraph

Writing can be an intimidating process for many college students, especially adult learners who have not had to write essays or papers in quite a while. No matter what you are writing — a paper for class, a short story, or even a grocery list — you are putting pieces of your world together in new ways.

The paragraph is a basic building block to good writing. Knowing how to construct well-written paragraphs can help you answer that Discussion topic or write a final project. Here is one formula for writing a paragraph that you may find helpful.

To find out more about paragraphing, read the following information on paragraph development:

Paragraph Development

https://kucampus.kaplan.edu/DocumentStore/Docs11/pdf/WC/Paragraphs_final.pdf

Types of Sentences

As you write paragraphs:

- Make sure to begin with a clear **Topic Sentence** (a sentence that clearly indicates the main idea or topic of your paragraph)
- Include several **Supporting Sentences and Details** (sentences that develop the main topic and give examples and illustrations)
- **Concluding Sentence** (a final sentence that summarizes the main point of the paragraph and clearly ties back to the topic sentence/main idea)

Topic sentence-

The main idea of your paragraph

Example:

Studying online provides many benefits to students.

Supporting Sentences and details-

Gives more information/details about the topic sentence

Examples:

One of those benefits is that students can study and learn at their own pace.

(Detail) Courses are available 24 hours a day, 7 days a week.

Another benefit would be that there is no travel time or gasoline cost involved in getting to class.

Concluding Sentence-

Summarizes the paragraph

Example:

These two benefits, among many others, make online learning a great option.

Types of Sentences

Now look at all the types of sentences together.

Studying online provides many benefits to students. One of those benefits is that students can study and learn at their own pace. Courses are available 24 hours a day, seven days a week. Another benefit would be that there is no travel time or gasoline cost involved in getting to class. These are two benefits, among many others; make online learning a great option.

Types of Sentences	Definition	Examples
1. Topic Sentence	The main idea of your paragraph	<i>Studying online provides many benefits to students.</i>
2. Supporting Sentences (and details)	Gives more information/details about the topic sentence	<i>One of those benefits is that students can study and learn at at their own pace.</i> <i>(detail:) Courses are available 24 hours a day, seven days a week.</i> <i>Another benefit would be that there is no travel time or gasoline cost involved in getting to class.</i>
3. Concluding Sentence	Summarizes the paragraph	<i>These two benefits make online learning a great option.</i>

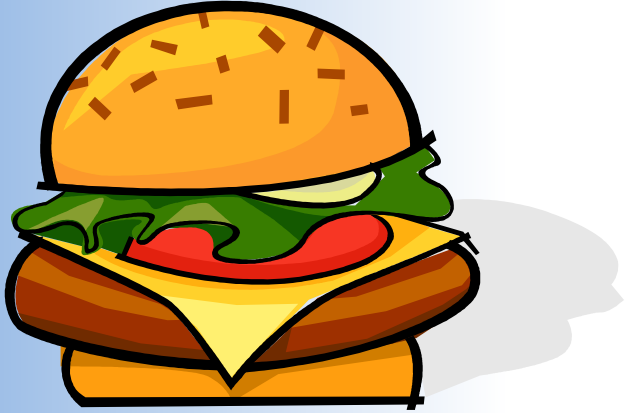
Studying online provides many benefits to students. One of those benefits is that students can study and learn at at their own pace. Courses are available 24 hours a day, seven days a week. Another benefit would be that there is no travel time or gasoline cost involved in getting to class. These two benefits make online learning a great option.

Printable Paragraph Structure

Make sure to include all three types of sentences in the paragraphs you will be writing for this week's unit Assignment.

A Visual Strategy for Writing a Strong Paragraph ~ The Hamburger Model

For the visual learning style in each of us, here is a great way to remember the important components of a strong paragraph.



- The top of the bun represents your topic sentence.
- The burger and fixings represent your supporting sentences.
- The bottom of the bun represents your concluding sentence.

Remember, you cannot hold a burger in your hands to enjoy its complete experience if you do not have the top or the bottom bun. Make sure you start your paragraph with a topic sentence to alert your audience to what they will be reading, give them the info, and then seal it all in with the concluding sentence.

Paragraph Development: Beyond the Basics

Now that you have a clear understanding of the basic elements of a paragraph, it's time to start thinking about moving on beyond the basics. There will be many occasions in your academic and professional careers when you will need to write for different purposes. Frequently, you will need to develop paragraphs that are more detailed and specific. In these cases, you will want to have a clear understanding of how to develop your ideas in more depth. The 11-Sentence Paragraph format provides a great illustration of

Eleven Sentence Paragraph Outline

I. Topic Sentence:

A. **Supporting Sentence:** First reason or example that supports the main topic.

1. **Detail Sentence:** _____

2. **Detail Sentence:** _____

B. **Supporting Sentence:** Second reason or example that supports the main topic.

1. **Detail Sentence:** _____

2. **Detail Sentence:** _____

C. **Supporting Sentence:** Third reason or example that supports the main topic.

1. **Detail Sentence:** _____

2. **Detail Sentence:** _____

D. **Concluding Sentence:** _____

Revising Questions:

- Is the topic sentence broad enough to include all of the supporting sentences?
- Does each supporting sentence relate directly to the topic sentence?
- Do the detail sentences provide clear details about the supporting sentence?
- Does the concluding sentence sum up the paragraph?

Sample 11- Sentence Paragraph

- (1) The lives of online college students can be quite complex and challenging. (2) One of the first complexities online college students face is how to juggle school, work, and personal responsibilities. (3) There is no classroom that provides a separate environment for study, so online students must make sure to set strict boundaries at home. (4) Careful scheduling, prioritizing, and a firm commitment to educational success are all critical. (5) Yet another challenge faced by many online students is mastering the technical requirements of online education. (6) Although most students are familiar with computers, quite often the technical demands of the online environment can be overwhelming. (7) In order to be successful, online students must find ways to quickly gain the technical skills they need in order to perform well in their courses. (8) A final challenge that many online students face is motivation. (9) Of course, it's easy to be motivated at the beginning of a term, but as the weeks go by it can be hard to stay motivated and committed. (10) Therefore, online students must be prepared to work extra hard to keep the momentum going by constantly refocusing and reenergizing themselves. (11) Although online students must deal with many different challenges and demands, an online education is well worth all the work that goes into it.

Read about Plagiarism

Knowing what plagiarism is, and what it is not, is very important as you write your Discussion topic responses and project responses and papers. Read the article, ["What You Need To Know About Plagiarism."](#)

Check your knowledge by [taking a plagiarism self-check](#) (this is not graded).

The Writing Center can help you with all sorts of writing questions as well as instruct you about how to avoid plagiarism.

The Writing Center offers four types of support: you can chat with a live tutor online, submit a question to a tutor, visit the writing reference library, and submit a paper for feedback. Keep these valuable resources in mind as you receive Assignments in classes for which you might need help. Visit the Writing Center link to find out when the Writing Center is open for service.

You will return to these pages throughout your Kaplan education as they provide valuable material on many aspects of the writing process.

II. Challenge Activity

Kaplan University's Writing Center is an amazing support for you as a student. As your challenge in Unit 5 and to further enrich your learning, visit the KU Writing Center, locate the Writing Reference Library, and in the section entitled The Writing Process – Drafting, locate the information on How to Write a Strong Paragraph.

You may also use this direct link:

How to Write a Strong Paragraph

~[https://kucampus.kaplan.edu/DocumentStore/Docs11/pdf/WC/How to Write a Strong Paragraph.pdf](https://kucampus.kaplan.edu/DocumentStore/Docs11/pdf/WC/How_to_Write_a_Strong_Paragraph.pdf)

Apply the learning tools and information to your writing every day. Visit the homepage of the Writing Center — access it from any unit home page under the Academic Tools link at the top of the page. Continue to make connections as you move from unit to unit. Search for the strategies that you find most helpful to your learning and thinking processes. Begin to use them over and over because through repetition you will establish habits of success. Do not forget, you may always share your thoughts in Virtual Office or Discussion Board.

III. Powerful Words for a POWERFUL Vocabulary – 7 words in 7 Days

Effective communication is not only an essential academic strategy; it is fast becoming one of the top skills employers are looking for as they screen potential employees. However, how do you become an effective communicator? The answer to this question is actually quite simple, yet it involves some serious commitment on your part. You have to practice and make a firm commitment to equipping yourself with the many different “tools” that you will need in order to express your ideas clearly and effectively in both written and spoken communication. This is where a powerful vocabulary can make a world of difference for you because words are the building blocks of communication. Therefore, the more words you are able to use, the more creative, convincing, and powerful you will be as a communicator. What if you could add just one new word to your vocabulary each day? Think about the progress you would make in a week, a month, or even an entire year.

Vocabulary Enrichment Resources

Merriam-Webster's Word of the Day

<http://www.merriam-webster.com/word-of-the-day/>

Activity: Make your own flashcards: <http://quizlet.com/>

Unit 6 Vocabulary Words



Complete the vocabulary activities here

<http://www.studymate.com?id=3fp9sPfNk>

Assiduous: Unremitting; constant.

Guileless: Honest, straightforward.

Recalcitrant: Stubbornly resistant to and defiant of authority or restraint.

Indolent: Lazy; sluggish.

Pragmatic: Practical; realistic; sensible.

Maladroit: Clumsy, bungling.

Mundane: Worldly as opposed to spiritual; commonplace, everyday.

IV. Successories

The information provided in the *Successories* area is designed to provide you with valuable tips, skills, and resources—all related to your ongoing success here at Kaplan and beyond.

This week, please take time to review the following brief tutorials:

How to Effectively Use the Services and Resources of the Kaplan University Writing Center

<http://khe2.adobeconnect.com/p3pofqidw7j/>

(View only) <https://kucampus.kaplan.edu/DocumentStore/Docs11/pdf/WC/WCresourcesandservicesSept2011.pdf>

Avoiding Plagiarism from Prewriting to Proofreading from KU Writing Center

https://khe2.adobeconnect.com/_a769721248/p81727328/



Take a self-check on writing: http://extmedia.kaplan.edu/business/CS113_1203C/reading/u6/extra_activity.html