Read the following material that offers you some specific strategies for building your reading skills:

I. Grammar Review

Can you identify a sentence fragment? What’s the difference between its and it’s? An important skill in becoming a stronger writer is the ability to identify and correct major sentence structure, use proper punctuation, and avoid word choice errors.

Building your sentence structure, grammar, and punctuation skills, however, isn’t just a matter of memorizing grammar and punctuation rules. Learning valuable editing and proofreading strategies will allow you to apply your knowledge of the expectations for effective sentence structure, grammar, and punctuation to the various documents you write.

For help with specific grammar, punctuation, and sentence structure issues, you can review the resources available at the Kaplan University Writing Center:

https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingReferenceLibrary/WritingMechanics/Index.aspx

The following activities can help you to refresh your grammar skills to become a stronger writer.

http://extmedia.kaplan.edu/artsSCi/Media/CM107/1405C/Subject_Verb/index.html

http://extmedia.kaplan.edu/artsSCi/Media/CM107/1405C/Fragments/index.html

http://extmedia.kaplan.edu/artsSCi/Media/CM107/1405C/Punctuation/index.html

http://extmedia.kaplan.edu/artsSCi/Media/CM107/1405C/Run_Ons/index.html

II. Understanding the Writing Process

Next in this unit, you will turn your attention to your own writing process. You will learn how to strengthen the effective writing skills you have and how to turn your weaknesses into strengths. Understanding the writing process enables you to write effective documents, especially those written for personal purposes. Let’s get started!

Knowing your Audience and Purpose

Why are you writing? What do you hope to accomplish? What is your purpose in writing? Who are you trying to reach with your writing? The following podcast helps you understand how “audience and purpose” helps to shape what you write: http://www.screencast.com/t/Tiji0NAFxvnc
The Writing Process
No one simply sits down and writes an effective document without planning their work, drafting, revising, and editing. How does this writing process work? To better understand how to start the writing process, begin by reading the following Writing Center information that focuses on the importance of how you develop ideas before you begin to actually write a document:

Prewriting: From Mess to Potential Masterpiece
https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingReferenceLibrary/TheWritingProcess/Prewriting.aspx

Activity: Prewriting
What begins as a “mess” of random ideas and thoughts can launch a “masterpiece” of polished writing. The following activity helps you understand the role that prewriting plays in planning that masterpiece.

Please click on the following link to begin:

Now that you have learned what an Academic Essay is and have reviewed and practiced the early stages of the Writing Process, complete the Unit 3 Quiz to earn your Activities credit. Then begin your work in the Unit 3 Discussion Board.