I. Identifying Appropriate Language

Using appropriate language is necessary to connect your audience with ideas. After all, you would not attempt to explain the internal combustion engine to a kindergarten class using adult vocabulary and concepts, but would use language suited to young children. In the following exercise, you will be asked to identify appropriate language for various writing tasks.

Please visit the following link to learn more:

Understanding tone and voice in writing
https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingReferenceLibrary/TheWritingProcess/UnderstandingToneVoiceInWriting.aspx

Activity: Appropriate Language Practice

The following activity helps you practice choosing the best language for a writing situation. Please click on the following link to begin:

II. Choosing the Appropriate Structure

You wouldn’t use a rowboat to cross the Atlantic, would you? However, a rowboat would be just fine for crossing a pond. Similarly, choosing the best method to express your ideas in writing also depends upon the circumstances. This activity asks you to consider whether an email, letter, or memo works best in a certain writing situation.

Please click on the following link to learn more:
Formal and informal writing: When to write a letter, memo or email?
https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingReferenceLibrary/WritingTypesAndTools/samplesOfFormalWriting.aspx

Activity: Choosing Appropriate Structure

The following activity helps you understand the best approach to a writing situation. Please click on the following link to begin:

III. Drafting

A clear thesis and outline help you to establish the main point you are making about your topic, organize your ideas, and create a plan for turning those ideas into well-developed paragraphs. To learn more about how to create a well-developed, multi-paragraph draft of the ideas you outlined, review the following Writing Center information:

IV. Paragraph Development

https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingReferenceLibrary/TheWritingProcess/ParagraphDevelopment.aspx
Activity: Drafting: Putting Your Ideas into Words

Once you have explored what you want to say and how to say it with an informal document, you are ready to begin writing the actual document. This activity asks you about the drafting process.

Please click on the following link to begin:
http://extmedia.kaplan.edu/genEd/Media/CM107/CM107_1405C/CM107_Drafting_Practice_Activity/quiz.html

V. Revising and Editing
To learn more about how to revise your documents to make them as effective, organized, well-developed, and error-free as they need to be, review the following Writing Center information:

https://kucampus.kaplan.edu/MyStudies/AcademicSupportCenter/WritingCenter/WritingReferenceLibrary/TheWritingProcess/EditingAndRevising.aspx

Activity: Revising and Editing
Writing is a process, and at any point you can return to a previous step to revise and make the changes needed to make your writing even stronger. In this activity, you will be asked to review the steps in revising and editing.

Please click on the following link to begin:
http://extmedia.kaplan.edu/genEd/Media/CM107/CM107_1405C/CM107_Revising_Editing_Practice_Activity/quiz.html

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 4 Quiz to earn your Activities credit. Then begin your work in the Unit 4 Discussion Board.