

Adult Basic Education

English Language Arts

English 2015

Writing Essays

Study Guide

Suggested Resources: *Reading and Writing for Success*

Level II English Courses

English 2011

English 2012

English 2013

English 2014

English 2015

English 2016



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To the Student

Who should do English 2015 Writing: Essays?

English 2015 is the fifth in a series of six Level II English courses. It is meant to provide an overview of the essay writing process.

You do not have to complete all six Level II English courses to move into ABE Level III. The decision to do all or some of the six Level II English courses will be made based on your instructor's assessment. The following will be taken into consideration in this assessment: your previous education, your CAAT (or another standardized test) result, your work experience, your future employment/post-secondary goals, your progress in Level II courses, or any other factor impacting your future success in Level III. For example, if you enter Level II from Level I and wish to pursue the Degree and Technical Profile (Academic) in Level III, you will likely have to complete all six Level II English courses. If you intend to pursue the General College Profile (General) in Level III, you may only have to complete a selection of Level II English courses.

You will receive up to four equivalency credits if you continue with Level III. For every five Level II courses (English, Math and/or Science) you successfully complete, you may be given one General Options credit in Level III, up to a total of four.

What is the English 2015 Study Guide?

The English 2015 Study Guide describes all the work that is required for the completion of this course.

How should I Use the Study Guide?

Before beginning to do the work in this Study Guide, you will need to talk to your instructor about the course and the resources you will need. You should work through the *Study Guide* page by page, consulting with your instructor as you go.

How is the Study Guide organized?

The Study Guide is organized in two columns, as follows:

Required Work	Suggested Resources/Notes
This column provides a numbered list of all the work you are required to do for the course.	This column gives important information on the resources being used and some notes to help you complete the required work.

Important Note

This Study Guide is intended to make it possible for you to work independently in Adult Basic Education. If you use the Study Guide correctly, you may be able to work on your own for certain periods of time. You should always make sure that your instructor is aware of what you are doing. Feel free to ask your instructor for help and guidance at all times.

Unit 1: Essay Fundamentals

Required Work	Suggested Resources/Notes
<p>All responses in this Study Guide should be written in complete sentences with examples if appropriate.</p> <p>Read pages 150-151 in <i>Reading and Writing for Success</i>, and then respond in writing to the following:</p> <ol style="list-style-type: none">1. What is an essay?2. What are the five common types of essays? Write a brief description of each.3. What are the three basic elements of an essay?4. Brainstorm as many topics as you can that interest you sufficiently on which to write an essay.5. Select one topic from the above on which you will plan, develop and write an essay.	<p>Some topic suggestions to consider and an appropriate essay type to write for each are:</p> <ul style="list-style-type: none">• The Best Decision I Ever Made (Narrative/Personal)• My Favorite Childhood Memory (Narrative/Personal)• The Best Holiday I Ever Had (Narrative/Personal)• An Ideal Wedding (Descriptive)• The Perfect Job (Descriptive)• The Worst Storm Ever (Descriptive)• There Is Too Much Violence in the Media (Opinion)• Kid's Sports Programs Are Too Expensive (Opinion)• More Needs To Be Done To Stop Drinking and Driving (Opinion)• How To Develop A Basement (Explanatory)• How To Plan a Perfect Dinner Party (Explanatory)

Unit 2: Essay Planning

Required Work	Suggested Resources/Notes
<p>All responses in this Study Guide should be written in complete sentences with examples if appropriate.</p> <p>1. Read the section entitled “What’s the topic of my essay?” on page 155 of <i>Reading and Writing for Success</i>. Pay special attention to how a broad topic is narrowed into a more manageable topic.</p> <p>Examine the topic you selected in Unit 1. Discuss your topic with your instructor, and then respond in writing to the following:</p> <ul style="list-style-type: none">a) Do you think your topic might be too broad? Give reasons for your choice.b) If you feel your topic is too broad, re-write your topic in order to narrow its scope. <p>2. Read the section entitled “Who is my audience?” on page 155 of <i>Reading and Writing for Success</i>, and then think about the intended audience for your essay. Respond in writing to the following:</p> <ul style="list-style-type: none">a) Who is your intended audience?b) What will interest your audience about your topic?c) What does your audience already know about your topic?d) How would you talk to this audience? Would you speak formally or informally? How can you create that same feeling in your essay?	<p><i>Reading and Writing for Success</i>, p. 155.</p> <p><i>Reading and Writing for Success</i>, p. 155.</p>

Unit 2: Essay Planning

Required Work	Suggested Resources/Notes
<p>3. Read the section entitled “What is the purpose of my essay?” on pages 155-156 of <i>Reading and Writing for Success</i>. What is the purpose of your essay...?</p> <ul style="list-style-type: none">• Is it to inform your audience?• Is it to entertain your audience?• Is it to persuade audience?• Is it to explain something to your audience?	<p><i>Reading and Writing for Success</i>, pp. 155-156.</p>
<p>4. Read the section entitled “Research” on page 156 of <i>Reading and Writing for Success</i>. List resources that you will use to help you write your essay. Also, indicate where you will find these resources.</p>	<p><i>Reading and Writing for Success</i>, p. 156.</p>
<p>5. Read the section entitled “What is my thesis?” on page 157 of <i>Reading and Writing for Success</i>. Write the thesis of your essay.</p>	<p><i>Reading and Writing for Success</i>, p. 157.</p>
<p>6. Read the section entitled “Checklist: Planning An Essay” on p. 157 of <i>Reading and Writing for Success</i>. Through discussion with your instructor and self-checking, verify that all items are done.</p>	

Unit 3: Essay Writing

Required Work	Suggested Resources/Notes
<p>All responses in this Study Guide should be written in complete sentences with examples if appropriate.</p> <p>Now that your topic is selected and narrowed, your intended audience is known, and your purpose is clear, the next step in writing your essay is to create an outline.</p> <p>1. Read the section entitled “The Opening Paragraph” on page 158 of <i>Reading and Writing for Success</i>. Develop an outline for your opening paragraph like the sample on page 160 of <i>Reading and Writing for Success</i>. Make sure your opening paragraph outline does the following:</p> <ul style="list-style-type: none">• states your thesis.• sets the tone or mood of your essay.• captures the interest of your reader.• briefly introduces the main ideas or arguments to support your thesis. <p>2. Read the section entitled “The Body” on page 158 of <i>Reading and Writing for Success</i>. Develop an outline for your three body paragraphs like the sample on page 160 of <i>Reading and Writing for Success</i>. Make sure your three body paragraphs have the following:</p> <ul style="list-style-type: none">• a topic sentence stating the main point of the paragraph.• supporting details that explain or expand on the topic sentence.• a closing sentence, which may lead into the next paragraph.	<p><i>Reading and Writing for Success</i>, p. 158.</p> <p>Sample outline: <i>Reading and Writing for Success</i>, p. 160.</p> <p><i>Reading and Writing for Success</i>, p. 158.</p>

Unit 3: Essay Writing

Required Work	Suggested Resources/Notes
<p>3. Read the section entitled “The Concluding Paragraph” on page 158 of <i>Reading and Writing for Success</i>. Develop an outline for your concluding paragraph like the sample on page 160 of <i>Reading and Writing for Success</i>. Make sure your concluding paragraph does the following:</p> <ul style="list-style-type: none">• restates your thesis.• summarizes your arguments.• draws a final conclusion about your topic.• suggests any action you wish your reader to take.	<p><i>Reading and Writing for Success</i>, p. 158.</p> <p>Sample outline: <i>Reading and Writing for Success</i>, p. 160.</p>
<p>4. Now it is time to use your outline and write a first draft for your essay. Follow the guidance in the section entitled “Writing Your Essay” on page 159 of <i>Reading and Writing for Success</i>. You are encouraged to type and save your first draft on a computer as it will make the revising process easier. Also, you will create a more professional looking final copy.</p>	<p><i>Reading and Writing for Success</i>, p. 159.</p>
<p>5. With the help of another student or your instructor, revise your essay to complete a final copy. The Checklist on page 161 of <i>Reading and Writing for Success</i> can help you. You are encouraged to type your essay on a computer.</p>	<p><i>Reading and Writing for Success</i>, p. 161.</p>