

# Discoveries in Writing

Implementing the Structure and Style<sup>®</sup> Method

Student Book

First Edition © January 2024  
Institute for Excellence in Writing, L.L.C.

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## UNIT 1: NOTE MAKING AND OUTLINES

**Lesson 1: Mount Everest, Matterhorn****Goals**

- to learn the Unit 1 Note Making and Outlines structural model
- to create a key word outline (KWO)
- to retell the content of a source text using just your outline
- to use new vocabulary words: *harsh*, *summit*

**Assignment Schedule****Day 1**

1. Read Introduction to Structure and New Structure.
2. Read and discuss the source text “Mount Everest.”
3. Reread the source text one sentence at a time and circle two or three key words that tell the sentence’s main idea.
4. Write your key word outline (KWO) by copying the key words onto the outline. Use symbols, numbers, and abbreviations when possible.
5. Test your KWO. If a note is unclear, check the source text and fix your KWO.

**Day 2**

1. Look at the vocabulary cards for Lesson 1. Complete Vocabulary Practice.
2. Try to add one vocabulary word to your KWO.
3. Give an oral report using your KWO. Read. Think. Look up. Speak.

**Day 3**

1. Read and discuss “Matterhorn.”
2. Reread the source text one sentence at a time and circle two or three key words that tell the sentence’s main idea.
3. Write your KWO.
4. Try to add one vocabulary word to your KWO.
5. Test your KWO. If a note is unclear, check the source text and fix your KWO.

## Day 4

1. Review the vocabulary words and their meanings.
2. Complete Structure Review.
3. After practicing, use one of your KWOs to give an oral report to a friend or family member. Read. Think. Look up. Speak. If applicable, be prepared to give an oral report in class.

## Literature Suggestions

If you wish to incorporate literature into the curriculum, see a suggested list of books in Appendix I.

## Introduction to Structure

In this book you will write with *structure* and with *style*.  
This lesson explains structure.

### Structure

What is structure? The dictionary says structure is “the way that parts of something are arranged or put together.”

What has structure? Think of a car. Before a car is built, someone had to draw plans for the designers. The designers had to follow the plans so that each part of the car is in its proper place. The brake must be next to the accelerator pedal. The steering wheel must be at a height that the driver can easily reach it and still see out the front window. Each part had to be placed in its own special spot. Each step had to be completed in order to give the car its proper structure.

In some ways, writing a paper is similar to building a car. A paper contains facts and ideas. If you begin writing without a plan, your facts and ideas will probably end up in the wrong place. Your paragraph will not be structured well, and your readers might not understand what you are trying to say. So, in this course you will “draw plans” before you write. Your “plans” will be key word outlines, which we abbreviate KWO.

## New Structure

### Note Making and Outlines

Begin by reading the source text. Choose two or three key words in each sentence that tell the sentence's main idea. Circle the words.

Write the KWO.

To write a key word outline (KWO), place the key words on the outline. Do not write more than three words on a line. You may also use symbols, numbers, and abbreviations. They are “free.” Separate key words, symbols, numbers, and abbreviations with commas.

Key words	are the most important words that tell the main idea.
Symbols	can be drawn faster than it takes to write the word.
Numbers	include numerals like 1, 2, 3, and 1st, 2nd, 3rd.
Abbreviations	are commonly accepted forms of shortened words.

Can you guess what each of the following mean?

ppl   ➔   mt   ++   123    $O_2$        $\approx$

Test the KWO.

After you finish writing your KWO, you must test it. To test a KWO, begin by putting the source text away. Use only your notes. If a note is unclear, check the source text and fix your KWO.

Use the KWO for an oral report (optional).

A KWO is used to write a paper. It can also be used to give an oral report.

Read	a line of notes.
Think	of a sentence.
Look up	so your eyes are not on the paper.
Speak	in complete sentences. With practice you can use your KWO to give an oral report about a source text.

## Source Text

### Mount Everest

Mount Everest is in the Himalayan mountain range in Asia. It is over twenty-nine thousand feet tall and is the highest point on Earth. Cold temperatures, strong winds, and little oxygen make the mountain hard to climb. More than three hundred people have died climbing Mount Everest. People who guide climbers up the Himalayas are called Sherpas. In 1953 Edmund Hillary and his Sherpa guide, Tenzing Norgay, were the first people to reach the summit of Mount Everest.



## Mechanics

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Capitalize proper nouns and adjectives.

## Key Word Outline

Did you circle two or three key words in each sentence of the source text?  
 On the lines below, write two or three key words from each sentence of  
 “Mount Everest.” Use symbols, numbers, and abbreviations when possible.  
 Write notes for the first sentence on the Roman numeral line.  
 There is one line for each sentence.

- I. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Test your KWO. This is a test of the outline, not your memory. Look at your notes, not the source text. If a note is unclear, check the source text and fix your KWO.

To give an oral report, follow the pattern.

Read a line of notes.

Think of a sentence.

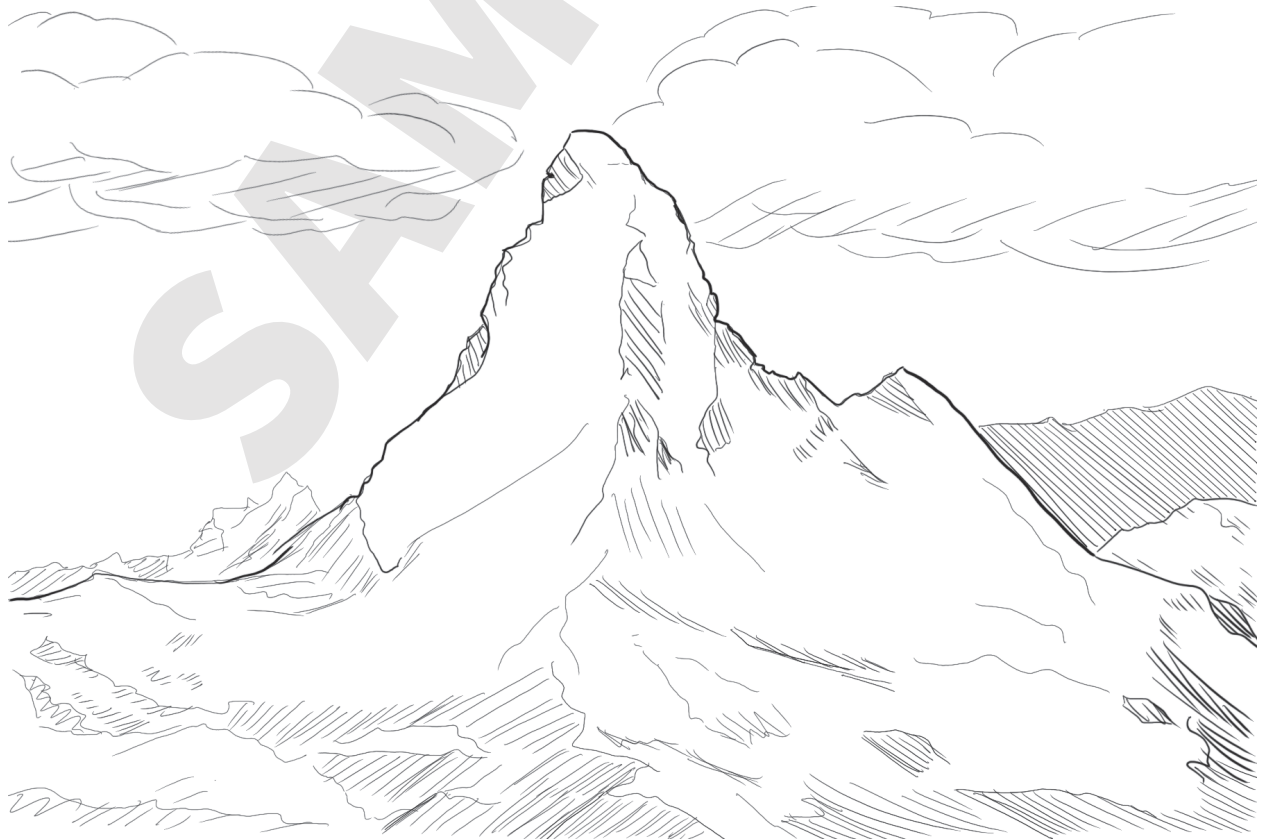
Look up so your eyes are not on the paper.

Speak in complete sentences.

## Source Text

### Matterhorn

The Matterhorn is a famous mountain in the Alps on the border of Switzerland and Italy. Shaped like a jagged tooth, it is almost fifteen thousand feet tall. Each summer about three thousand people try to climb it. The Swiss side of the mountain is easier to climb than the Italian side. The world's largest igloo resort sits at the base of the Matterhorn. This snow hotel includes a restaurant and several small igloo hotel rooms connected with tunnels.





## Key Word Outline

Did you circle two or three key words in each sentence? On the lines below, write two or three key words from each sentence of “Matterhorn.” Use symbols, numbers, and abbreviations when possible. There is one line for each sentence.

- I. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

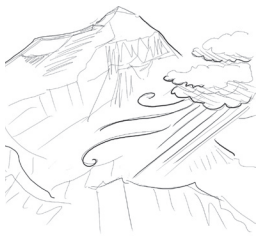
Test your KWO. This is a test of the outline, not your memory. Look at your notes, not the source text. If a note is unclear, check the source text and fix your KWO.

To give an oral report, follow the pattern.

- Read a line of notes.
- Think of a sentence.
- Look up so your eyes are not on the paper.
- Speak in complete sentences.

## Vocabulary Practice

- Listen** to someone read the vocabulary words for Lesson 1 aloud.
- Speak** them aloud yourself.
- Read** the definitions and sample sentences on the vocabulary cards.
- Write** two sentences using one of this lesson's vocabulary words in each sentence. You may use derivatives of the words. For example, you may add an -ed, -s, or -ing to a basic vocabulary word.



harsh \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



summit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Think** about the words. Can you use them in your KWOs?

## Structure Review

Review page 13. Answer these questions orally.

What is a key word?

How many words can you put on one line of a KWO?

When you write a KWO, what are free?

After you write a KWO, what do you have to do?

## UNIT 2: WRITING FROM NOTES

**Lesson 2: Constantine****Goals**

- to learn the Unit 2 Writing from Notes structural model
- to write a 1-paragraph summary
- to create a title
- to be introduced to the composition checklist
- to use new vocabulary words: *announce*, *enormous*

**Assignment Schedule****Day 1**

1. Play Build-a-Man. Directions for this game and other games can be found in the Teacher's Manual.
2. Read and discuss "Constantine."
3. Reread the source text and circle two or three key words in each sentence.
4. Write your key word outline (KWO) by copying the key words onto the outline. Use symbols, numbers, and abbreviations when possible.
5. Test your KWO. If a note is unclear, check the source text and fix your KWO.

**Day 2**

1. Read New Structure.
2. Review your KWO from Day 1.
3. Begin writing your rough draft. Use your KWO.
4. Look at the checklist. Check each box as you complete each requirement.

**Day 3**

1. Look at the vocabulary cards for Lesson 2. Complete Vocabulary Practice.
2. Finish writing your rough draft. Use your KWO and the checklist. If you use vocabulary words, label them with (voc). Follow the title rule to create a title.
3. Turn in your rough draft to your editor with the completed checklist attached. The backs of all checklists are blank so that they can be removed.

## Day 4

1. Write or type a final draft. Format your paper correctly.
2. Paperclip the checklist, final draft, rough draft, and KWO together.

## New Structure

### Writing from Notes

In Unit 2 you will use your KWO to write a paragraph. You may use your own words, sentences, and ideas.

This is the first sentence of the source text:

In 312 Constantine and Maxentius battled at the Milvian Bridge, which crosses a river outside of Rome.

Your key word notes may look something like this:

I. 312, C, Maxentius, Milvian Bridge

### Practice

Use the key word notes to write a sentence.

Here is an example: In 312 Constantine fought Maxentius at Milvian Bridge.

## The Editor

You will need to hire an editor to complete your assignments. Your editor will help you with spelling, punctuation, and proper grammar usage. Your editor will also look at the checklist and let you know if anything is not complete. When your editor finishes editing your rough draft, talk about the changes you should make. Then use your rough draft and your editor's comments to write a final draft.

## Titles

An interesting title grabs a reader's attention. To create a title, repeat one to three key words from the final sentence.

This is the last sentence of "Matterhorn": This snow hotel includes a restaurant and several small igloo hotel rooms connected with tunnels.

Here are two possible titles:

Snow Hotel

The Matterhorn's Igloo Hotel

**"Title repeats one to three key words from final sentence."**

## Title Capitalization

Capitalize the first word and the last word.

Capitalize all other words except  
articles (a, an, the),  
coordinating conjunctions (for, and, nor, but, or, yet, so),  
prepositions (such as: in, over, on, without).

## Practice

Since you have not yet written the final sentence of this assignment, create a title using one to three key words from the final sentence of the source text.

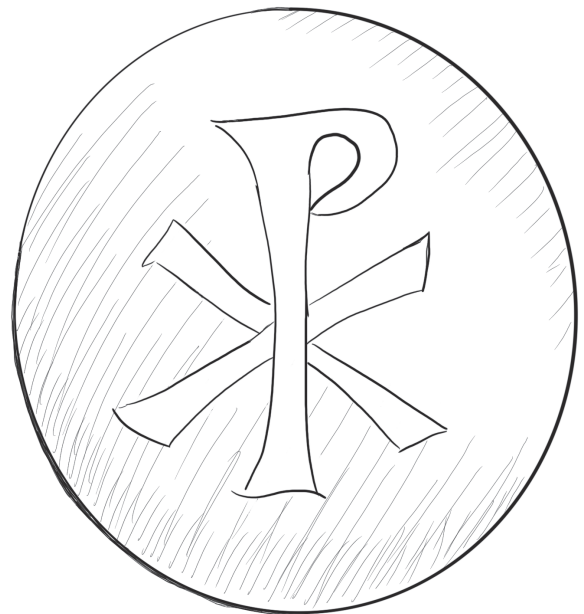
After Constantine became ruler, he legalized Christianity.

---

From now on, create a title for your compositions by repeating one to three key words from the final sentence.

**Source Text****Constantine**

In 312 Constantine and Maxentius battled at the Milvian Bridge, which crosses a river outside of Rome. It did not matter that Maxentius had two times as many men as Constantine. Before the battle Constantine said that he saw a vision of a large burning cross in the sky. Encouraged by this vision, he ordered his soldiers to paint the Chi-Rho symbol on their shields. This symbol represents the first two letters of Christ in Greek. Constantine's men defeated Maxentius's army. After Constantine became ruler, he legalized Christianity.

**Mechanics**

Spell out numbers that can be expressed in one or two words (two, fifty-three, three hundred). Spell out ordinal numbers (first, second).

Use numerals for numbers that use three words or more (123, 204). Use numerals for numbers mixed with symbols (\$500) and for dates (312).

## Key Word Outline

One Roman numeral means that this source text has just one paragraph.

After you have circled two or three key words in each sentence, write your KWO.

- I. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Why do you test your KWO? You test to know if you are ready to write.

How do you test your KWO? Look at the KWO, not the source text.

If you can think of a complete sentence for each line of notes, you can use your notes to write a paper.

If you cannot make a complete sentence, you are not ready to write a paper. The KWO needs to be fixed.

## Vocabulary Practice

- Listen** to someone read the vocabulary words for Lesson 2 aloud.
- Speak** them aloud yourself.
- Read** the definitions and sample sentences on the vocabulary cards.
- Write** the correct words in the blanks. You may use derivatives of the words. For example, you may add an -ed, -s, or -ing to a basic vocabulary word.

Constantine \_\_\_\_\_ that he had a vision.

The \_\_\_\_\_ cross was on fire.

**Think** about the words. Can you use them in your paragraph?

If you use a vocabulary word in your paragraph, label it by writing (voc) in the left margin or after the sentence.

## Paper Format

When you begin your assignment, place your name and the date in the top left corner of the first page.

Your Name

January 1, 2025

Title Centered

Indent the first line of each paragraph half an inch.

Place one space between sentences. Double-space all lines.





## Unit 2 Composition Checklist

### Lesson 2: Constantine

Name: \_\_\_\_\_



Institute for  
Excellence in  
Writing  
Listen, Speak, Read, Write, Think!

#### STRUCTURE

- |   |              |
|---|--------------|
| <input type="checkbox"/> name and date in upper left-hand corner                      | _____ 10 pts |
| <input type="checkbox"/> composition double-spaced                                    | _____ 10 pts |
| <input type="checkbox"/> title centered and repeats 1–3 key words from final sentence | _____ 10 pts |
| <input type="checkbox"/> checklist on top, final draft, rough draft, key word outline | _____ 10 pts |

#### MECHANICS

- |  |              |
|--|--------------|
| <input type="checkbox"/> capitalization            | _____ 15 pts |
| <input type="checkbox"/> end marks and punctuation | _____ 15 pts |
| <input type="checkbox"/> complete sentences        | _____ 15 pts |
| <input type="checkbox"/> correct spelling          | _____ 15 pts |

#### VOCABULARY

- |  |  |
|--|--|
| <input type="checkbox"/> vocabulary words - label (voc) in left margin or after sentence |  |
|--|--|

Total: \_\_\_\_\_ 100 pts

Custom Total: \_\_\_\_\_ pts

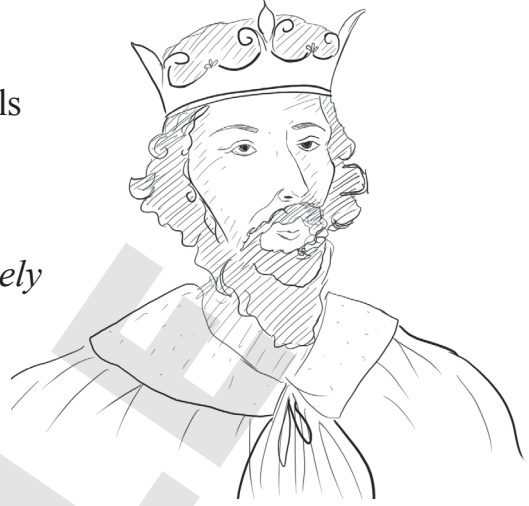
Intentionally blank so the checklist can be removed.

SAMPLE

## UNIT 2: WRITING FROM NOTES

**Lesson 3: Alfred the Great****Goals**

- to practice the Units 1 and 2 structural models
- to write a 1-paragraph summary
- to add a new dress-up: -ly adverb
- to use new vocabulary words: *fearlessly*, *wisely*

**Assignment Schedule****Day 1**

1. Play Build-a-Man.
2. Read and discuss “Alfred the Great.”
3. Reread the source text and circle two or three key words in each sentence.
4. Write your KWO and then test it.

**Day 2**

1. Review your KWO from Day 1.
2. Read New Style and complete Style Practice.
3. Begin writing your rough draft. Use your KWO.
4. Look at the checklist. Check each box as you complete each requirement.

**Day 3**

1. Look at the vocabulary cards for Lesson 3. Complete Vocabulary Practice.
2. Finish writing your rough draft. Use your KWO and the checklist. Remember to include and underline one -ly adverb.
3. Turn in your rough draft to your editor with the completed checklist attached.

**Day 4**

1. Review the vocabulary words and their meanings.
2. Write or type a final draft.
3. Paperclip the checklist, final draft, rough draft, and KWO together.

## Source Text

### Alfred the Great

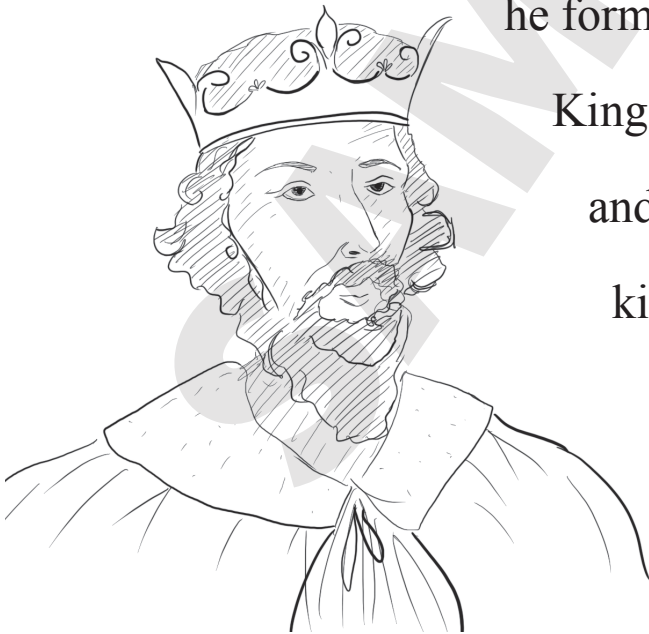
King Alfred ruled England in the 800s. He was brave in battles and wanted peace for his people. He strengthened the army and defeated the Viking invaders. Since he considered education important, he translated books from Latin into Anglo-Saxon and wrote a record of events called the *Anglo-Saxon Chronicles*.

King Alfred built schools because most people in his kingdom did not know how to read. To help his people live peacefully,

he formed a code of laws. Because

King Alfred was skilled in both war and peace, he is the only English

king who has been called the great.



## Mechanics

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Capitalize titles that come directly before a name or a country.

Italicize names of books. If a report is handwritten, underline the book title.

## Key Word Outline

After you have circled two or three key words in each sentence, write your KWO. Use symbols, numbers, and abbreviations when possible.

- I. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Test your KWO. If a note is unclear, check the source text and fix your KWO.

## New Style

### Style

Just as there are many styles of clothes, there are many styles of language. Below are two sentences that say the same thing but with different styles.

King Alfred defeated the Vikings.

King Alfred and his powerful army chased the brutal Vikings out of England.

You probably like the second sentence better because it is more descriptive. Readers cannot see, hear, or feel what is in your mind. You must fill in the details with descriptive words. The IEW elements of style give you the tools you need to create strong images or feelings.

### Dress-Ups

Dress-ups help you “dress up” your writing. The IEW dress-ups are descriptive words, phrases, or clauses that you add to a sentence. You will learn six dress-ups. To show you have added a dress-up to a sentence, you should underline it. You may use more than one of a specific type of dress-up in a paragraph, but only underline one of each type in each paragraph.

### -ly Adverb Dress-Up

In this lesson you will learn the first dress-up: -ly adverb.

An -ly adverb is an adverb that ends in -ly. Adverbs are words that modify verbs, adjectives, or other adverbs. Most often they tell *how* or *when* something is done.

Notice how the -ly adverbs change the meaning of this sentence:

King Alfred defeated the Vikings.

King Alfred easily defeated the Vikings.

King Alfred bravely defeated the Vikings.

Now you choose an -ly adverb.

King Alfred \_\_\_\_\_ defeated the Vikings.



From now on, include an -ly adverb in each paragraph you write. Mark the -ly adverb by underlining it.

## Style Practice

### -ly Adverb Dress-Up

You must include an -ly adverb in each paragraph you write. Use the list found in this lesson, on the *Portable Walls™ for Structure and Style® Students*, or on the IEW Writing Tools App.

What -ly adverbs could express . . .

1. how King Alfred ruled England?

---

2. when he was brave in battle?

---

3. how he formed a code of laws?

---

4. how he was skilled?

---

### -ly Adverbs

accurately

boldly

bravely

carefully

cautiously

commonly

confidently

constantly

effortlessly

eventually

fairly

falsely

frequently

immediately

meticulously

obviously

promptly

regularly

repeatedly

swiftly

tenderly

thoroughly

usually

weakly

wisely

## Vocabulary Practice

**Listen** to someone read the vocabulary words for Lesson 3 aloud.

**Speak** them aloud yourself.

**Read** the definitions and sample sentences on the vocabulary cards.

**Write** the part of speech and the definition beside the word.



fearlessly \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



wisely \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Think** about the words. Can you use them in your paragraph?

A vocabulary word that is an -ly adverb may count as an -ly adverb and a vocabulary word.





## Unit 2 Composition Checklist

### Lesson 3: Alfred the Great

Writing  
from  
Notes

Name: \_\_\_\_\_

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Writing  
Listen, Speak, Read, Write, Think!

#### STRUCTURE

- |   |              |
|---|--------------|
| <input type="checkbox"/> name and date in upper left-hand corner                      | _____ 5 pts  |
| <input type="checkbox"/> composition double-spaced                                    | _____ 5 pts  |
| <input type="checkbox"/> title centered and repeats 1–3 key words from final sentence | _____ 10 pts |
| <input type="checkbox"/> checklist on top, final draft, rough draft, key word outline | _____ 10 pts |

#### STYLE

**¶ Dress-Ups** (underline one of each)

- |                                     |              |
|-------------------------------------|--------------|
| <input type="checkbox"/> -ly adverb | _____ 10 pts |
|-------------------------------------|--------------|

#### MECHANICS

- |  |              |
|--|--------------|
| <input type="checkbox"/> capitalization            | _____ 15 pts |
| <input type="checkbox"/> end marks and punctuation | _____ 15 pts |
| <input type="checkbox"/> complete sentences        | _____ 15 pts |
| <input type="checkbox"/> correct spelling          | _____ 15 pts |

#### VOCABULARY

- |  |  |
|--|--|
| <input type="checkbox"/> vocabulary words - label (voc) in left margin or after sentence |  |
|--|--|

Total: \_\_\_\_\_ 100 pts

Custom Total: \_\_\_\_\_ pts

Intentionally blank so the checklist can be removed.

SAMPLE