



**Institute** for  
**Excellence** in  
**Writing**

Listen. Speak. Read. Write. Think!

## **Virtual Teaching Writing: Structure and Style Description**

### **Grade applicability**

Grades K–12

### **Prerequisites**

None

### **Hours**

Three 4-1/2 hour days

### **Description**

A complete syllabus for sequential development of writing skills, this course presents nine different composition models and twenty-eight stylistic techniques. Participants will have hands-on writing practice using a checklist-based approach, which prepares them to assist students in gradually expanding and continuously reinforcing a repertoire of specific skills. The Structure and Style® system directly supports writing across the curriculum.

### **Objectives**

- to provide a concrete way to help teachers develop specific writing skills in students
- to provide educators with hands-on writing practice
- to explain how our nine organizational structures function as a pathway of written and oral communication
- to model how to facilitate more sophisticated vocabulary acquisition
- to model the use of a variety of sentence structures that teachers can encourage in their students' writing
- to model how educators can increase students' ability to use questions to identify central ideas and facts in source texts or draw information from their own brains, thereby developing critical thinking skills

## **Overview of Structure and Style Method**

- practical and philosophical aspects
- applicability to students with varying levels of ability and experience

### **Unit 1: Note Making and Outlines**

- key word outlines
- retelling from an outline
- integrating four stages of public speaking

### **Unit 2: Writing from Notes**

- reconstructing from an outline
- training for verbal activities
- listening skills and nonverbal communication
- creating attention-getting titles

### **Unit 3: Retelling Narrative Stories**

- elements of a story
- purpose of a paragraph
- straight summary
- elaboration
- variation
- sequel
- cross-genre
- expansion
- original stories

### **Unit 4: Summarizing a Reference**

- paragraph structure
- topic-clincher rule
- informative/expository paragraphs
- report and summary writing

### **Unit 5: Writing from Pictures**

- event descriptions
- asking questions to develop content

### **Unit 6: Summarizing Multiple References**

- choosing topics
- research skills
- citations
- synthesizing information for cohesive reports

### **Unit 7: Inventive Writing**

- taking notes from the brain
- responding to prompts: narrative and expository writing
- basic essay structure
- introductions and conclusions

### **Unit 8: Formal Essay Models**

- basic and extended formal essays
- research papers
- stages of essay development
- types of essays: descriptive, argumentative, motivational, and persuasive

### **Unit 9: Formal Critique**

- book reports
- reviews
- critique model for fiction
- critique model for non-fiction
- critique vocabulary

### **Writing about Literature**

- Response to Literature stages
- literary analysis essays

### **Stylistic Techniques**

- specific grammatical constructions and word usages which add variety and artistry to students' compositions
- sentence openers for sentence variety
- literary devices: similes, metaphors, alliteration, quotations, questions, dramatic open-close, three short staccato sentences
- grammar usage rules
- creating a language-rich classroom environment