

Teaching Writing:

Structure and Style

Seminar Workbook

Third Edition, January 2026
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Unit 2 Composition Checklist

Practicum Assignment

Writing
from
Notes

Name: _____



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Writing
Listen. Speak. Read. Write. Think!

STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- checklist on top, final draft, rough draft, key word outline

STYLE

11 Dress-Ups (underline one of each)

- ly adverb
- who/which* clause
- strong verb
- because* clause
- quality adjective
- www.asia* clause

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought
good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation

Unit 3 Composition Checklist

Practicum Assignment

Retelling
Narrative
Stories

Name: _____



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STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- story follows Story Sequence Chart
- each paragraph contains at least four sentences
- checklist on top, final draft, rough draft, key word outline

STYLE

¶1 ¶2 ¶3 Dress-Ups (underline one of each)

- ly adverb
- who/which* clause
- strong verb
- because* clause
- quality adjective
- www.asia* clause

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought
good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation

Unit 4 Composition Checklist

Practicum Assignment

Summarizing
a Reference

Name: _____



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STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- topic-clincher sentences repeat or reflect 2–3 key words (highlight or bold)
- checklist on top, final draft, rough draft, key word outline

STYLE

11 Dress-Ups (underline one of each)

- ly adverb
- who/which* clause
- strong verb
- quality adjective
- www.asia.b* clause

Sentence Openers (number; one of each as possible)

- [1] subject
- [2] prepositional
- [3] -ly adverb
- [4] -ing
- [5] clausal – *www.asia.b*
- [6] vss

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought
good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation

Unit 5 Composition Checklist

Practicum Assignment

Writing
from
Pictures

Name: _____



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STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- clincher sentences repeat or reflect 2–3 key words of central fact (highlight or bold)
- checklist on top, final draft, rough draft, key word outline

STYLE

¶1 ¶2 ¶3 Dress-Ups (underline one of each)

- ly adverb
- who/which* clause
- strong verb
- quality adjective
- www.asia.b* clause

Sentence Openers (number; one of each as possible)

- [1] subject
- [2] prepositional
- [3] -ly adverb
- [4] -ing
- [5] clausal – *www.asia.b*
- [6] vss

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought
good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation

Unit 6 Composition Checklist

Practicum Assignment

Summarizing
Multiple
References

Name: _____



Institute for
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Writing
Listen. Speak. Read. Write. Think!

STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- topic-clincher sentences repeat or reflect 2–3 key words (highlight or bold)
- checklist on top, final draft, rough draft, key word outline

STYLE

11 Dress-Ups (underline one of each)

- ly adverb
- who/which* clause
- strong verb
- quality adjective
- www.asia.b* clause

Sentence Openers (number; one of each as possible)

- [1] subject
- [2] prepositional
- [3] -ly adverb
- [4] -ing
- [5] clausal – *www.asia.b*
- [6] vss

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought
good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation

Unit 7 Composition Checklist

Practicum Assignment

Inventive
Writing

Name: _____



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Writing
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STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- checklist on top, final draft, rough draft, key word outline

Introduction

- attention getter, background information, and states topics (highlight or bold)

¶1 ¶2 ¶3 ¶4 Body

- topic-clincher sentences repeat or reflect 2–3 key words (highlight or bold)

Conclusion

- restates topics (highlight or bold) and indicates most significant/why

STYLE

¶1 ¶2 ¶3 ¶4 ¶5 Dress-Ups (underline one of each)

- ly adverb quality adjective
- who/which clause www.asia.b clause
- strong verb

Sentence Openers (number; one of each as possible)

- [1] subject [4] -ing
- [2] prepositional [5] clausal – www.asia.b
- [3] -ly adverb [6] vss

Decorations ("dec" in margin or italics if typed)

- alliteration, question, quotation, simile/metaphor, 3sss, dramatic open–close

Triple Extension ("trip" in margin or italics if typed)

- repeating words, phrases, or clauses

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought, good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation

Unit 8 Composition Checklist

Practicum Assignment

Formal
Essay
Models

Name: _____



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STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- bibliography entries in proper format
- checklist on top, final draft, rough draft, key word outline

Introduction

- attention getter, background information, and states topics (highlight or bold)

¶12 ¶13 ¶14 Body

- topic-clincher sentences repeat or reflect 2–3 key words (highlight or bold)
- facts stay on topic

Conclusion

- restates topics (highlight or bold) and indicates most significant/why

STYLE

¶11 ¶12 ¶13 ¶14 ¶15 Dress-Ups (underline one of each)

- ly adverb
- quality adjective
- who/which clause
- www.asia.b clause
- strong verb

Sentence Openers (number; one of each as possible)

- [1] subject
- [4] -ing
- [2] prepositional
- [5] clausal – www.asia.b
- [3] -ly adverb
- [6] vss

Decorations ("dec" in margin or italics if typed)

- alliteration, question, quotation, simile/metaphor, 3sss, dramatic open–close

Triple Extension ("trip" in margin or italics if typed)

- repeating words, phrases, or clauses

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought, good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation
- no *I, my, we, us, you*

Unit 9 Composition Checklist

Practicum Assignment

Formal
Critique

Name: _____



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STRUCTURE

- name and date in upper left-hand corner
- composition double-spaced
- title centered and repeats 1–3 key words from final sentence
- checklist on top, final draft, rough draft, key word outline

Introduction

- attention getter and background information

¶12 ¶13 ¶14 Body

- follows Story Sequence Chart

Conclusion

- your opinion and why

STYLE

¶11 ¶12 ¶13 ¶14 ¶15 Dress-Ups (underline one of each)

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> -ly adverb OR dual -ly adverbs	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> quality adjective OR dual adjectives
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> who/which clause	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> www.asia.b clause
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> strong verb OR dual verbs	

Sentence Openers (number; one of each as possible) optional: [Q] question [T] transition [F] fragment

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [1] subject	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [4] -ing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [2] prepositional	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [5] clausal – www.asia.b
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [3] -ly adverb	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> [6] vss

Decorations ("dec" in margin or italics if typed)

- alliteration, question, quotation, simile/metaphor, 3sss, dramatic open–close

Triple Extension ("trip" in margin or italics if typed)

- repeating words, phrases, or clauses

Teeter-Totter (underline)

- dual -ly adverbs, verb, www.asia.b clause OR dual adjectives, noun, who/which clause

CHECK FOR BANNED WORDS

say/said, go/went, see/saw, get/got, think/thought, good, bad, big, small, fun, nice, sad, happy

MECHANICS

- spelling, grammar, and punctuation
- no *I, my, we, us, you*