

# 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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### 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

**11 12 13 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

**¶1 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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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
- ☐ 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

**11 12 13 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  
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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

**¶1 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  
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

### Introduction

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

### ¶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)

### ¶2 ¶3 ¶4 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

#### ¶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
- ☐ 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

### ¶2 ¶3 ¶4 Body

- ☐ ☐ ☐ follows Story Sequence Chart

### Conclusion

- ☐ your opinion and why

### STYLE

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

- ☐ ☐ ☐ ☐ ☐ -ly adverb OR dual -ly adverbs
- ☐ ☐ ☐ ☐ ☐ *who/which* clause
- ☐ ☐ ☐ ☐ ☐ strong verb OR dual verbs
- ☐ ☐ ☐ ☐ ☐ quality adjective OR dual adjectives
- ☐ ☐ ☐ ☐ ☐ *www.asia.b* clause

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

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