

University-Ready Writing

Preparing Communicators for Collegiate Success

Student Book

Weeks 1–3

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Not included
in sampler.

Introduction

In this twelve-week course, high school students learn advanced note-taking and writing methods that will prepare them for writing at the university level. This self-explanatory program empowers teachers to help students become confident and competent communicators and thinkers.

Assembling Your Binder

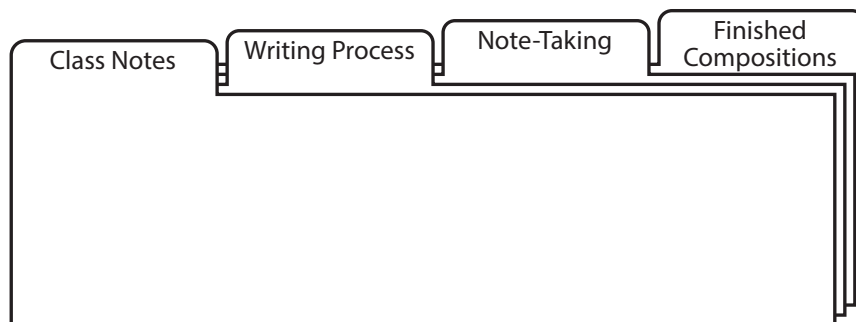
Your *University-Ready Writing* curriculum features a paper organization system that you will use to manage your coursework.

To prepare for your first class, take pages 1–8 from this packet and place them at the front of your binder—before the Class Notes tab. Each week, you will add the weekly Overview page to this front section; therefore, place Week 1 Overview, page 9, on top of the pages that you just moved. When you begin Week 2, place Week 2 Overview on top of Week 1 Overview.

The remaining pages from this student packet should be placed in the back of the binder behind the Finished Compositions tab. While watching each weekly video, use the corresponding pages to complete the lesson. Place the pages in your binder behind the appropriate tab. The tab at the top of each page indicates where that page should be placed. You will be instructed each week by either your teacher or Mr. Pudewa where to put these additional pages.

Supplies

Every *University-Ready Writing* box comes with a Teacher’s Manual, this Student Packet, videos containing twelve teaching episodes with Andrew Pudewa, *Portable Walls for Academic Writing*, and a Student Binder with four tabs:



Beyond this, you only need a pen and several sheets of notebook paper for each week’s assignments.

Scope and Sequence

Week	Class Focus	Writing Assignment
1	introduction to essays KWO method	write and retell notes from a written and a verbal source
2	stick and branch method introduction to précis	write and retell notes from verbal sources write a basic précis
3	summarize primary source practice note-taking	write a 2-paragraph précis
4	basic and expanded essay models TRIAC	write a 1-paragraph précis (TRIAC)
5	practice note-taking tools of invention	write a 1-paragraph précis write a 1-paragraph response to a prompt
6	vocabulary, sentence variety, literary devices	refine both paragraphs written Week 5
7	practice note-taking inventive writing	write a 500- to 700-word personal essay
8	write from multiple sources citations using MLA Style	write a 2- to 3-page product life-cycle paper
9	academic research databases citations using APA Style	conduct research write an annotated bibliography
10	thesis statement abstract	write a 1000-word position paper
11	story types response to literature vocabulary	write a 1- to 2-page reflection essay
12	analyze writing style on-demand essays	write a fable in the style of G. K. Chesterton and Mark Twain

Week 1

University-Ready Writing Video 1

Part 1: 00:00–55:29 Part 2: 55:30–1:40:23

Goals and Homework

- to complete a timed essay
- to learn to take key word notes while reading a source text
- to define essay
- to learn to take key word notes while listening to an oral presentation
- to understand the purpose and process of note-taking
- to use your notes to tell back the information

Suggested Daily Breakdown

Day 1

- ☐ Watch Part 1 of Video 1.
- ☐ Take twenty minutes to write an essay from one of the two given prompts.
- ☐ Place your finished essay and the Twenty-Minute Timed Essay Prompts behind the Finished Compositions tab. You will use these prompts and your essay in future lessons.
- ☐ Take notes as Mr. Pudewa lectures on essays. Place your notes behind the Class Notes tab.

Day 2

- ☐ Watch Part 2 of Video 1 starting at 55:30.
- ☐ Refer to the Note-Taking handout as Mr. Pudewa lectures on note-taking. Place this page behind the Note-Taking tab.
- ☐ Read and discuss “Plagiarism.” When you finish using this article, place it behind the Class Notes tab.
- ☐ Begin writing a key word outline (KWO) with the class.
- ☐ Write a KWO while Mr. Pudewa tells his joke.

Day 3

- ☐ Finish writing a KWO about “Plagiarism.”
- ☐ Test your KWO by retelling it to a partner. Speak in complete sentences. If a note is unclear, check the source and fix the KWO.
- ☐ Place your KWO behind the Class Notes tab.

Day 4

- ☐ Use the KWO that you wrote as Mr. Pudewa told his joke and practice telling the joke. If a note is unclear, fix your KWO. If necessary, rewatch Mr. Pudewa telling his joke.
- ☐ Use your KWO to tell the joke to another person.
- ☐ Place your KWO behind the Class Notes tab.
- ☐ Use this Suggested Daily Breakdown as your checklist.

Twenty-Minute Timed Essay Prompts

Choose either of the following two essay prompts and write an essay to the best of your ability.

1. Many high schools have required students to pass two years of a foreign language class in order to graduate while many universities have the same as a prerequisite for admission. Some people think that these requirements should continue because people all over the world are becoming more interconnected all the time. Additionally, the study of a foreign language requires a level of academic rigor which provides intellectual benefits for students beyond practical use.

Others, however, believe that such study is unnecessary as many people in the world speak English as a second language, and this is likely to continue. Additionally, we now have voice-recognition translation apps, which allow people who speak different languages to communicate using the microphone and speaker in mobile phones. Thus, study of a foreign language is relatively unneeded in the modern world, and students might use their time to greater advantage.

In your opinion, should high school students be required to pass two years of a foreign language in order to graduate? In your essay, take a position on this question. You may write about either of the views mentioned, or you may develop another point of view on this issue. Use specific reasons and examples for your position.

2. “Education . . . has produced a vast population able to read but unable to distinguish what is worth reading” (G. M. Trevelyan, 1876–1962, *English Social History*).

Is Trevelyan’s statement true? Are most people today unable to tell the difference between something that is worth reading and something that is not? Compose an essay in which you develop your point of view on this question. Support your argument with reasoning and examples from your observations, experience, or reading.

Note-Taking

Note-Taking

Use effective listening and reading skills to identify main ideas.

Choose ideas that are important, interesting, and relevant.

Write key words, not phrases, clauses, or sentences.

Only write an entire sentence if you intend to quote the source.

Key Word Outline Method

A key word outline (KWO) is one way to take notes. Key words are the important, interesting, relevant words that indicate the main idea.

How to Take Notes with the Key Word Outline Method

Read the source text.

If the source is an oral presentation, follow the same format.

Choose a maximum of four key words. Symbols, numbers, and abbreviations are free.

Initially, choose key words from each sentence.

Later, choose key words from main ideas.

Transfer those words to the KWO.

Place topic words on Roman numeral lines.

List supporting details below.

TOPIC	I.	_____
	1.	_____
DETAILS	2.	_____
	3.	_____
	4.	_____
TOPIC	II.	_____
	1.	_____
DETAILS	2.	_____
	3.	_____
	4.	_____

How to Test Your Notes

Put the original source aside.

Use your notes to verbally recreate the information in complete sentences.

If a note is unclear, check the source and fix your notes.

Class Notes

Plagiarism

The first century Roman poet Martial used the Latin word *plagiarius*, literally *kidnapper*, to describe another poet who he claimed had kidnapped some of his verses. In 1620 the term *plagiarism* entered the English language and is today defined as “presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgment.”¹ Usually, this is done for personal, social, political, or financial gain.

Plagiarism can be divided into three categories: literal, academic, and commercial. Literal plagiarism occurs when a writer copies the exact wording of someone else’s prose and does not give credit to the source. Most common among high school and college students, this can undermine one’s reputation among faculty and peers and even result in a poor or failing grade. Academic plagiarism occurs when another’s original research and/or ideas are represented as one’s own. This has more serious consequences and may even result in expulsion or professional censure. Commercial plagiarism, which may occur in journalism, politics, or business, can result in disgrace, termination, or even lawsuits.

Today, because of the ubiquity of computers and the internet, plagiarism—literal and academic—is increasingly common. It is tempting, sometimes overwhelmingly so, for students to just cut and paste content for their papers. Most universities provide guidelines to help students understand and avoid plagiarism while emphasizing the importance of proper documentation. Many schools use online plagiarism detection software, which compares a submitted paper with a large database of existing papers. These programs mostly search for frequency of word repetition and text string overlaps. Some even employ stylometry, which uses statistics to identify an author’s particular usage patterns. Consequently, while a student today can easily copy verbatim from almost anything ever published, modern technology also makes it more likely that the prose kidnapper will be caught.

¹“Plagiarism.” *University of Oxford*, <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>.

Week 2

University-Ready Writing Video 2

Part 1: 00:00–1:01:47 Part 2: 1:01:48–1:21:18

Goals and Homework

- to learn how to determine your target audience
- to learn how to determine your paper's length
- to learn to take key word notes using the stick and branch method
- to write a basic précis

Suggested Daily Breakdown

Day 1

- ☐ Watch Part 1 of Video 2.
- ☐ Take notes as Mr. Pudewa lectures on determining your target audience and your paper length. Place your notes behind the Class Notes tab.
- ☐ Use the key word outline method to take notes while listening to the fable.
- ☐ Refer to the Note-Taking handout as Mr. King tells the fable a second time.
- ☐ Use the stick and branch method to take notes while listening to the Magna Carta lecture. Immediately review your notes. Tell back the content as you make sentences in your mind. If a note is unclear, fix your notes. Clarify facts and spelling as needed.
- ☐ Compare your notes with Mr. Pudewa's. Although key points should be similar, everyone has unique outlines.
- ☐ Place your notes and the Note-Taking handout behind the Note-Taking tab.

Day 2

- ☐ Use your notes about the Magna Carta to give a presentation to a friend or family member.
- ☐ Find a ten-minute audio talk such as a sermon, a TED Talk, or a podcast like the *Arts of Language* podcast.
- ☐ Use the stick and branch method to take notes as you listen to your chosen audio talk. Do not pause the audio talk as you take notes.
- ☐ Immediately review your notes. Tell back the content as you make sentences in your mind. If a note is unclear, fix your notes. Clarify facts and spelling as needed.

Day 3

- ☐ Use your notes about your chosen audio talk to give a presentation to a friend or family member.
- ☐ Watch Part 2 of Video 2 starting at 1:01:48.
- ☐ Refer to the Précis Model handout as Mr. Pudewa lectures on writing a précis. Place this page behind the Writing Process tab.

Day 4

- ☐ Using the notes from Mr. Pudewa's lecture, write a 1-paragraph (maximum 100–150 words) basic précis about how to write a précis. You may supplement this information with your own research.
- ☐ Type a rough draft of your précis and ask a friend or family member to provide feedback and edit.
- ☐ Type a final draft of your précis. Use this Suggested Daily Breakdown as your checklist.

Note-Taking

Stick and Branch Method

The stick and branch method is a second way to take notes.

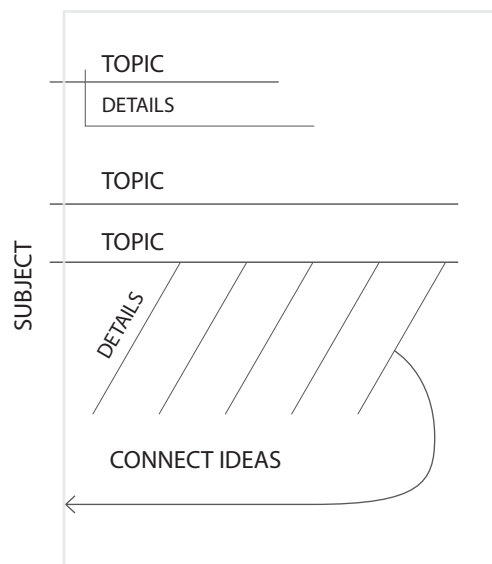
How to Take Notes with the Stick and Branch Method

Turn the paper sideways and begin with a frame along the top and left side of the paper.

Place topic words on the largest branches.

List supporting details on the sticks.

Use lines and arrows to connect ideas.



Compare the Methods

Both methods use key words. While a key word outline arranges information in a linear order, the stick and branch method is more flexible, allowing students to deconstruct a lecture in a highly efficient way.

Key Word Outline

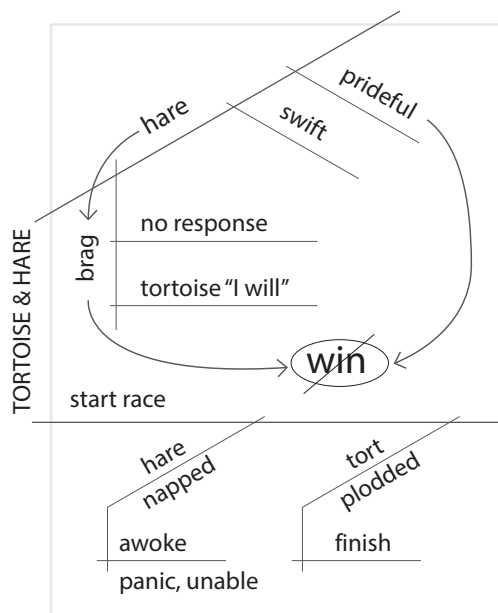
Use the key word outline method to take notes from a written source.

TORTOISE & HARE

1. prideful, hare, swift
2. bragging, challenged
3. tortoise, "I accept"
4. win, try
5. start, hare, shot
6. laid, nap, partway
7. tortoise, crossed, 1st

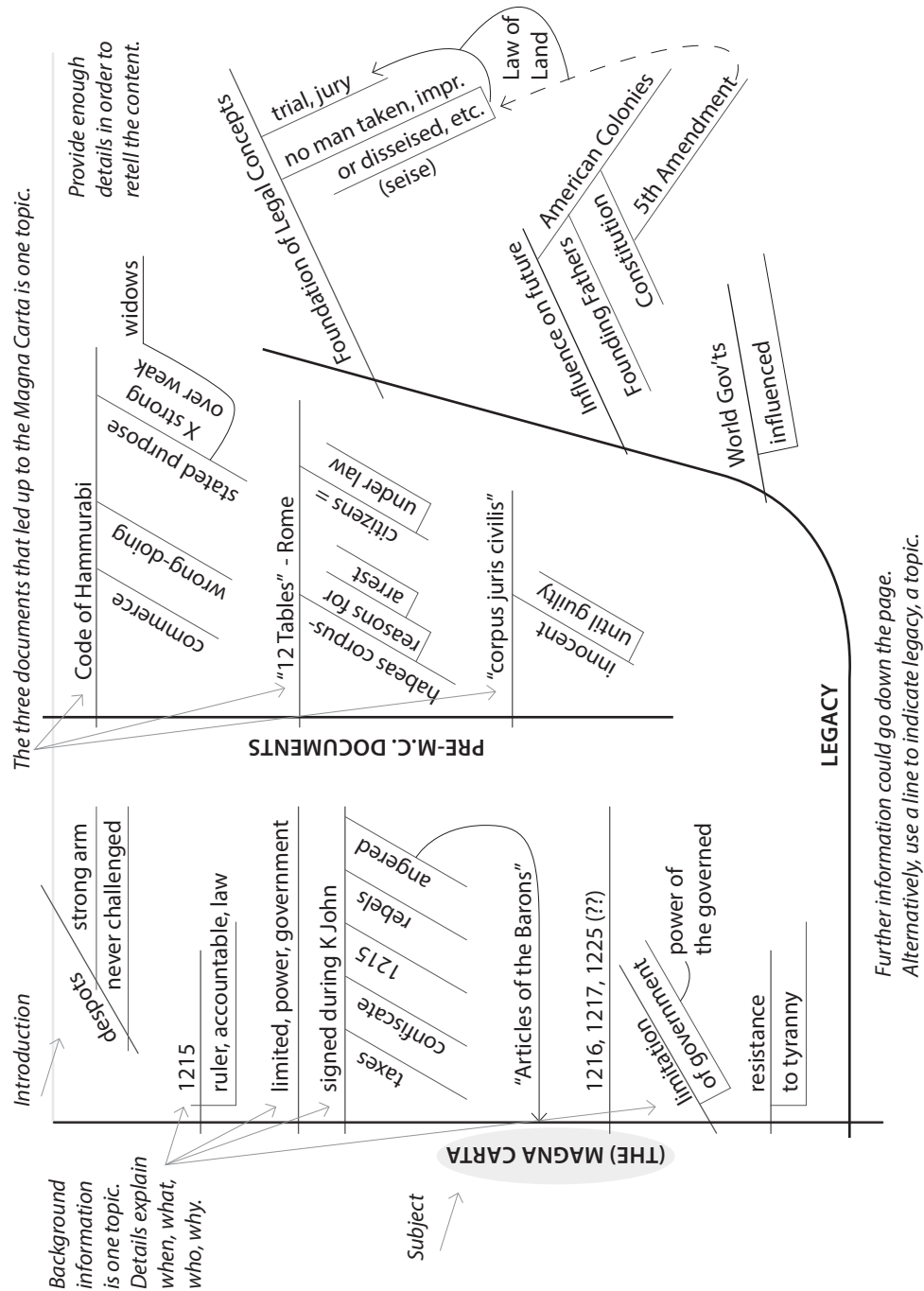
Stick and Branch

Use the stick and branch method to take notes during an oral presentation.



Mr. Pudewa's Board Notes Explained

With this method, the note-taker is not limited to the order things are placed on the paper. Although topics and key details should be similar, everyone has unique outlines.



How to Ensure You Remember a Presentation

Immediately review your notes and fill in missing information. Ask questions if necessary.

Later, verbally reconstruct your notes. Tell back the content as you make sentences in your mind. If a note is unclear, fix your notes. Clarify facts and spelling as needed.

A day later, use your notes to share the information you learned during a presentation with a friend or family member.

Writing Process

Précis Model

A précis is a short, concise summary that captures relevant details and demonstrates comprehension of a written source or oral presentation. When writing a précis, use clear, simple, precise language. Remain objective and provide relevant information. If a critical response is requested, include elements four and five to provide opinion about how the author presented the information.

The simplified example below provides a clear pattern of the elements found within a précis. The first sentence must indicate the original source. The précis is not merely a summary. Rather, it is a shortened retelling of the source using the tone, structure, phrasing, and vocabulary found in the original source.

The desired length of a précis varies. A précis of a fictional source is often one paragraph per chapter. A précis of a nonfictional source may range from a single paragraph to one-third of the length of the original source. Always check with instructors for exact requirements.

Five Elements

Simplified Example

1. Introduce the author, title, and date in a main clause followed by a *that* clause containing the author's thesis statement.

In 2014 Andrew Pudewa wrote a two-page satire titled "My Time Visiting Disney," arguing that Disneyland is the most unhappy place on earth. He uses personal examples

2. Identify the author's support by listing data and methods.

of standing in line, walking through stores as he exited rides, and paying exorbitant prices for food and clothing. Pudewa boldly

3. State the author's purpose, followed by a concise "in order" phrase.

criticizes the characters, rides, and shows at the amusement park in California in order to encourage readers to not visit Disneyland.

4. Provide clear, concise critical evaluation regarding the validity of the author's claims.

Although Pudewa had some bad experiences, his time at Disneyland was limited to a crowded day in the middle of summer.

5. Suggest additional information that may help prove or disprove the author's thesis.

Consequently, his short article lacks sufficient information to provide a convincing argument.

Week 3

University-Ready Writing Video 3

Part 1: 00:00–46:47 Part 2: 46:48–1:12:51

Goals and Homework

- to define the writing process
- to learn the basic topic paragraph model
- to write a 2-paragraph précis from a primary source
- to take key word notes using the stick and branch method

Suggested Daily Breakdown

Day 1

- ☐ Watch Part 1 of Video 3.
- ☐ Take notes as Mr. Pudewa introduces Eleanor Roosevelt's 1948 speech. Place your notes behind the Class Notes tab.
- ☐ Read and annotate the article with excerpts from Eleanor Roosevelt's speech. When you finish using this article, place it behind the Class Notes tab.
- ☐ Refer to the Writing Process handout as Mr. Pudewa lectures. Place this page behind the Writing Process tab.
- ☐ With the class, begin writing a KWO for your 2-paragraph précis.

Day 2

- ☐ Finish writing a KWO for your 2-paragraph précis.
- ☐ Test your KWO by retelling it to a partner. Speak in complete sentences. If a note is unclear, check the source and fix the KWO.
- ☐ Using the KWO, write a 2-paragraph (~180 words) précis of Eleanor Roosevelt's 1948 speech. Include précis elements that were taught in Week 2.

Day 3

- ☐ Type a rough draft of your précis and ask a friend or family member to provide feedback and edit.
- ☐ Type a final draft of your précis.

Day 4

- ☐ Watch Part 2 of Video 3 starting at 46:48.
- ☐ Use the stick and branch method to take notes while listening to the lecture about acing an interview. Immediately review your notes. Tell back the content as you make sentences in your mind. If a note is unclear, fix your notes. Clarify facts and spelling as needed.
- ☐ Compare your notes with Mr. Pudewa's. Although key points should be similar, everyone has unique outlines.
- ☐ Place your notes and the Note-Taking handout behind the Note-Taking tab.
- ☐ Use this Suggested Daily Breakdown as your checklist.

Class Notes**Excerpts from Eleanor Roosevelt's Speech**

First Chair of the United Nations Commission on Human Rights

Paris, France, September 28, 1948

I have come this evening to talk with you on one of the greatest issues of our time—that is the preservation of human freedom. I have chosen to discuss it here in France, at the Sorbonne, because here in this soil the roots of human freedom have long ago struck deep and here they have been richly nourished. It was here the Declaration of the Rights of Man was proclaimed, and the great slogans of the French Revolution—liberty, equality, fraternity—fired the imagination of men. I have chosen to discuss this issue in Europe because this has been the scene of the greatest historic battles between freedom and tyranny. I have chosen to discuss it in the early days of the General Assembly because the issue of human liberty is decisive for the settlement of outstanding political differences and for the future of the United Nations.

It is my belief, and I am sure it is also yours, that the struggle for democracy and freedom is a critical struggle, for their preservation is essential to the great objective of the United Nations to maintain international peace and security. Among free men the end cannot justify the means. We know the patterns of totalitarianism—the single political party, the control of schools, press, radio, the arts, the sciences, and the church to support autocratic authority; these are the age-old patterns against which men have struggled for three thousand years. These are the signs of reaction, retreat, and retrogression. The United Nations must hold fast to the heritage of freedom won by the struggle of its people; it must help us to pass it on to generations to come.

The development of the ideal of freedom and its translation into the everyday life of the people in great areas of the earth is the product of the efforts of many peoples. It is the fruit of a long tradition of vigorous thinking and courageous action. No one race and no one people can claim to have done all the work to achieve greater dignity for human beings and great freedom to develop human personality. In each generation and in each country there must be a

continuation of the struggle and new steps forward must be taken since this is preeminently a field in which to stand still is to retreat.

The future must see the broadening of human rights throughout the world. People who have glimpsed freedom will never be content until they have secured it for themselves. In a truest sense, human rights are a fundamental object of law and government in a just society. Human rights exist to the degree that they are respected by people in relations with each other and by governments in relations with their citizens.

The world at large is aware of the tragic consequences for human beings ruled by totalitarian systems. If we examine Hitler's rise to power, we see how the chains are forged which keep the individual a slave and we can see many similarities in the way things are accomplished in other countries. Politically men must be free to discuss and to arrive at as many facts as possible and there must be at least a two-party system in a country because when there is only one political party, too many things can be subordinated to the interests of that one party and it becomes a tyrant and not an instrument of democratic government.

We are here to join the meetings of this great international Assembly which meets in your beautiful capital of Paris. Freedom for the individual is an inseparable part of the cherished traditions of France. As one of the Delegates from the United States, I pray Almighty God that we may win another victory here for the rights and freedoms of all men.

Writing Process

Writing Process

Before you write, plan. Use your plan to complete your assignment.

Consider the Assignment

Write a 2-paragraph précis of Eleanor Roosevelt's 1948 speech.

Determine the Length

Two paragraphs require two topics.

of paragraphs = # of topics

Choose the Topics

The topics are the division of the subject.

A paragraph topic tells what a paragraph is about.

Write a Key Word Outline

1. Write the topic line.

Follow the pattern: *subject, topic, one more word about the topic.*

2. Find interesting, important, and relevant facts.

The facts must support, prove, or illustrate the topic.

The facts must be salient.

3. Test your KWO.

Speak in complete sentences.

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

I. subject, topic, + word

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Clincher

II. subject, topic, + word

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Clincher

“**The topic sentence and the clincher sentence MUST repeat or reflect two or three key words.**”

—Andrew Pudewa

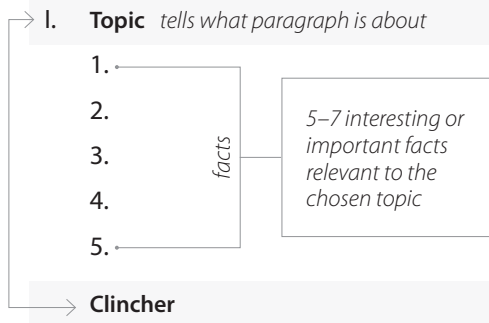
Write the Composition

1. Use the KWO to write a rough draft. Begin each topic-based paragraph with a topic sentence and end it with a clincher sentence.
2. Ask a friend or family member to provide feedback and edit.
3. Type a final draft.

A first draft is never a final draft.

Basic Topic Paragraph Model

Structure



A topic-based paragraph is a unit of text related to one particular topic. The paragraph begins with a topic sentence that presents the main idea of the paragraph.

The topic sentence is followed by several supporting sentences that provide further details, examples, or explanations. Each fact should support, prove, or illustrate the topic in a coherent and logical manner. A paragraph ends with a clincher sentence that repeats or reflects the topic sentence, reminding the reader of the main idea of the paragraph. This paragraph model allows one to organize and structure content in body paragraphs, whether in essays, articles, stories, précis, and other forms of writing.

KWO



Example

Ideal **team players** demonstrate **genuine**

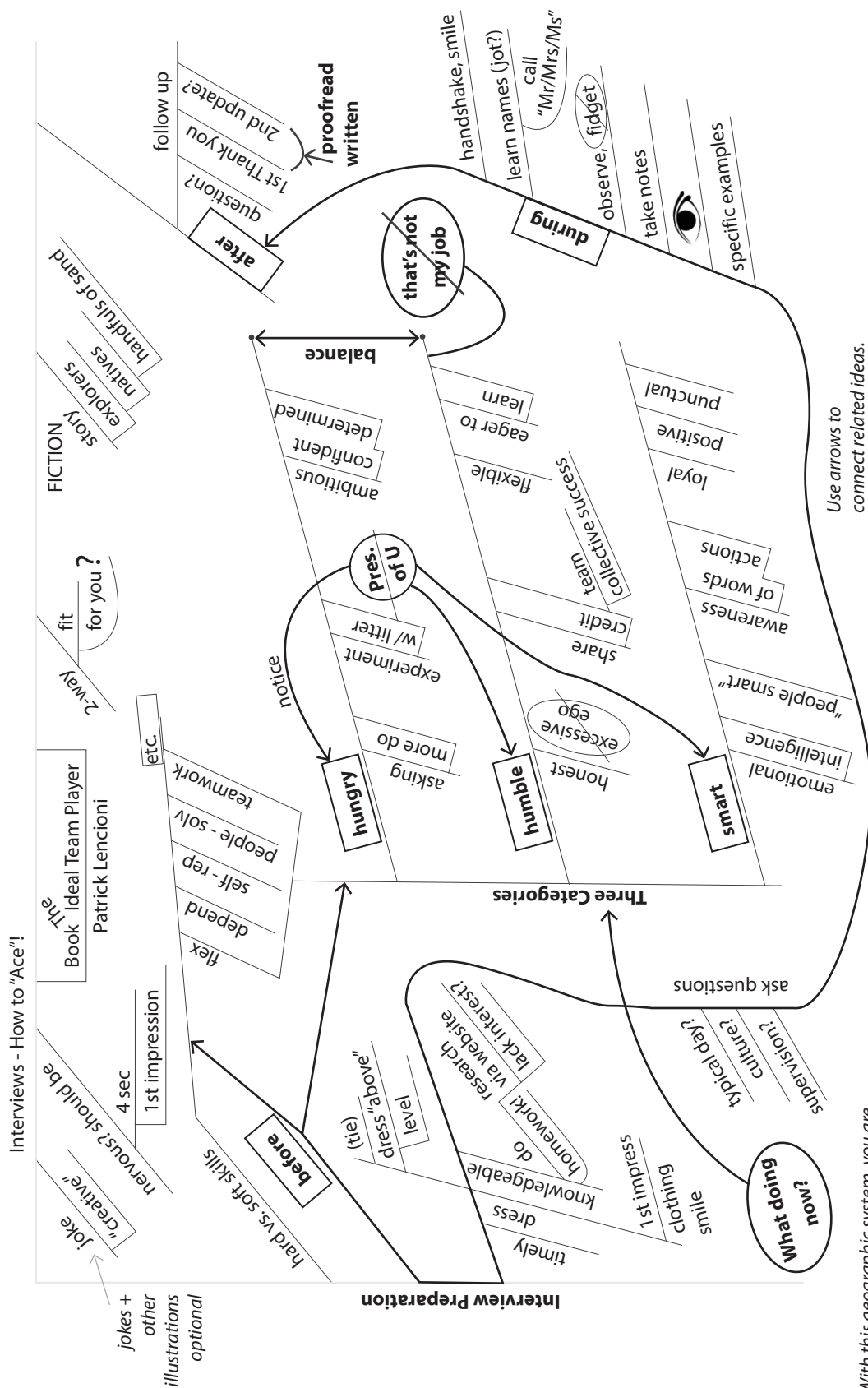
humility. Lacking excessive egos, these employees are not concerned about their own status. They acknowledge others and give credit to the team instead of seeking recognition for personal accomplishments. Because team players value team over self, they define success collectively rather than individually. Ideal team players acknowledge their limitations and eagerly learn to improve their skills. Humbly they willingly contribute to any task that needs attention in addition to their assigned job descriptions. Valuing people, they endeavor to continually create a supportive environment, empowering others to contribute their best work. By building strong relationships and inspiring trust where everyone feels valued, **humble employees** demonstrate **sincerity.**

Facts support, prove, and illustrate that ideal team players are humble.

Note-Taking

Mr. Pudewa's Board Notes Explained

Although topics and key details should be similar, everyone has unique outlines. It is not necessary to write everything down. In fact, it is common to omit illustrations, elaborations, stories, and jokes.



With this geographic system, you are not limited to a linear sequencing.