STUDENTS LEARN TO:
• follow the writing process by generating topic sentences, writing supporting sentences and proofreading their work
• write paragraphs that classify, describe, compare, sequence, show cause and effect, narrate and explain
• write letters, notes and invitations
• write research paragraphs on such topics as students’ families, people’s jobs, famous people, animals and states or provinces

CONTAINS:
• guided outlines that walk students through every step of the writing process

COMPANION PIECES:
• How to Teach Written Expression
• How to Teach Reading and Spelling
• How to Teach Grammar, Usage and Writing Mechanics
• How to Teach Vocabulary
• How to Teach Reading Comprehension and Literature
• Practice packs for reading; spelling; grammar, usage and writing mechanics; vocabulary; and literature

Student: ______________________
Teacher: ______________________
Date started: ______________________
Date finished: ______________________
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ABOUT THE AUTHOR

Rosanne Manus, M.A.: Rosanne is the founder of Manus Academy. She and her staff work with students from kindergarten through college who experience learning disabilities, attention deficit disorder and other neurological and developmental difficulties. Their services include a middle and high school accredited by the Southern Association for Colleges and Schools, after-school tutoring services for K-12 students who attend other schools, testing, consultation and parent and teacher training.

In 1979, Rosanne received her master’s degree in special education at Columbia University and has been working in the field of special education since then. She has developed, tested and published training programs and curriculums for almost every subject and skill from kindergarten through grade twelve. In addition, she has developed a proprietary business operations model and staff training program that ensure the consistent delivery of high quality services.
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Directions: First, answer these questions in complete sentences. Next, talk through the paragraph using your answers to guide you. Then write your paragraph on the next page. Below your paragraph, draw a picture about something in the paragraph.

1. Name three desserts that you like.
   (Example: I enjoy several different . . . They are . . .)

2. Describe the first dessert. For instance, what is it made of? Is it creamy, crunchy or chewy? Do you eat it hot or cold?
   (Example: Apple pie has a buttery crust and juicy . . . I like it served warm and with a scoop of vanilla . . .)

3. Describe the second dessert.
   (Example: Chocolate ice cream is made of ice, milk, sugar and . . . It is served [warm? cold?]. Chocolate ice cream is smooth and . . .)

4. Describe the third dessert.
   (Example: Brownies are . . .)

5. Which dessert is your favorite and why?
   (Example: I like . . . the best because . . .)
Directions: First, answer these questions in complete sentences. Next, talk through the paragraph using your answers to guide you. Then write your paragraph on the next page. Below your paragraph, draw a picture about something in the paragraph.

1. What is your favorite animal?
   (Example: My favorite animal is . . .)

2. What is its size and shape?
   (Example: The . . . is a [small, medium-sized, large?] animal and has . . . and a . . .)

3. Describe its outer layer of skin? For instance, is it furry, scaly or covered with feathers?
   (Example: The . . . is covered with . . .)

4. Where does this animal live?
   (Example: It lives in . . .)

5. What does this animal eat?
   (Example: The . . . eats . . ., . . . and sometimes . . .)
Writes Paragraphs for Different Purposes

Writes Comparative Paragraphs

Directions: First, answer these questions in complete sentences. Next, talk through the paragraph using your answers to guide you. Then write your paragraph on the next page. Below your paragraph, draw a picture about something in the paragraph.

1. What are cars and trucks? For instance, are they kinds of furniture, vehicles or animals?
   (Example: Both cars and . . . are . . .)

2. How does a car look different from a truck? How is its size and design different?
   (Example: A car is smaller than . . . It also has a different design. A car usually has four doors, but a truck often only has . . . A car sits low to the ground, but a truck . . .)

3. How many wheels does a car have? How many wheels can a truck have?
   (Example: A . . . has only . . . wheels, but a truck can have . . . or even . . . wheels.)

4. What do people use cars for? What do people use trucks for?
   (Example: People drive cars to . . . On the other hand, they drive trucks to . . .)

5. If you could drive one of these vehicles, which one would you like to drive and why?
   (Example: If I could drive one of these . . ., I’d like to . . . a . . . because . . .)
You are invited to Ashley Herrin’s birthday party.
Where: Ashley’s House, 123 Main Street
When: Friday, August 15th at 11:00 pm
Please bring: your swimsuit
Please let us know if you can come to the party!
● Balloons ● Games ● Prizes ● Birthday Cake

1. Thank Ashley for the invitation and tell her that you will come to her party.
   (Example: Thank you for . . . I would love to . . .)

2. Tell her what time you will be there and that you will bring your swimsuit.
   (Example: I will be there at . . . and will bring my . . . with me.)

3. Tell your friend that you look forward to helping her celebrate her birthday.
   (Example: I look forward to . . .)
Date __________________________

Dear __________________________.

___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

Yours truly,

______________________________________________
Directions: You will write a pretend invitation. First, answer the questions on this page. You can write the answers in words or phrases rather than in complete sentences. Next, talk through your invitation. Then write your invitation at the bottom of this page.

1. What kind of party are you giving? For example are you giving a birthday party, going-away party, welcome back party or a Saint Valentine’s Day party?

__________________________________________________ ___________________

2. To whom are you sending this invitation?

__________________________________________________ ___________________

3. Where is your party?

__________________________________________________ ___________________

4. When is your party?

__________________________________________________ ___________________

5. What are some fun activities that you have planned?

__________________________________________________ ___________________

6. What should people bring?

__________________________________________________ ___________________

Please come to my ____________________________ party.

To: ____________________________________________

Where: ________________________________________

When: _________________________________________

Activities: _____________________________________

Please bring: ___________________________________
Writes Letters for Different Purposes

 Writes Sympathy Notes

Directions: A sympathy note expresses one’s sorrow over someone else’s loss. For example, people often write sympathy notes to others whose family members have recently died. In this exercise, you will write a pretend sympathy note to a friend whose father just died. First, answer these questions in complete sentences. Next, talk through your letter using your answers to guide you. Then write your letter on the next page.

1. Tell your friend how sorry you are for the death of his father.
   (Example: I am very sorry to hear about . . .)

2. Tell your friend that you realize how much pain he must be in right now.
   (Example: I realize that you must feel great . . .)

3. Say something nice about your friend’s father. (Pretend that you knew him.)
   (Example: Your father was always so . . . and . . . I remember that time when he . . .)

4. Tell your friend that you understand how much he will miss his father.
   (Example: I know that you will . . . your . . . very . . .)

5. Tell your friend that you will be thinking about him in his time of sorrow.
   (Example: Please know that I am . . . in your time of . . .)
**Writes Research Paragraphs**

**Researches and Writes about a Student’s Family**

**Directions:** When you research a topic, you first investigate, or learn, about it then you write about it. For instance, some scientists might research whales. After they study these whales, they write about what they have learned.

In this exercise, you will research a classmate’s family. Follow these steps:

- Select a classmate to interview.
- Ask him or her the questions on this page and the next one.
- Write the answers below each question. You may write them in short phrases rather than in complete sentences.
- Talk through your research paragraph using your answers to guide you.
- Write then proofread your research paragraph.
- Draw a picture of the student you interviewed.
- Consider reading your paragraph to your classmates so they can learn more about the student you interviewed and his or her family.

1. What are your parents’ names?

2. Where is your mother from?

3. Where is your father from?

4. What does your mother do during the day?

5. What does your father do during the day?

6. Do you have brothers and sisters? If so, what are their names and how old are they?
7. Name some of your relatives and tell where they live.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

8. Do you get together with any of your relatives? If so, when do you get together and where? What do you do when you all meet?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

9. Which family members and relatives do you feel close to?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

10. Please share something that is special or different about your family.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Picture of ______________________________