

## Table of Contents

<b>Correction Symbols</b> .....	Inside front cover
<b>The Writing Process</b> .....	2
<b>The Writing Lab</b> .....	2
<b>The Organization, Execution, and Finalization of Ideas</b> .....	3-10
Definition of Types of Writing.....	3
Paragraph Development.....	4
Structure of an Expository Essay.....	4-5
Model Outline Form for Expository Essay.....	6-7
Comprehensive Checklist for Revising and Editing.....	8-10
<b>Reference Section for the Mechanics of Writing</b> .....	11-32
Capitalization.....	11-13
Punctuation.....	14-22
Period.....	14
Question Mark.....	14-15
Exclamation Point.....	15
Comma.....	15-17
Semi-colon.....	17-18
Colon.....	18-19
Apostrophe.....	19
Quotation Marks.....	19-20
Hyphen.....	20-21
Dash.....	21
Parentheses.....	21-22
Brackets.....	22
Italics (Underlining).....	22
Abbreviations.....	23-26
Problems in Agreement.....	26-28
Sentence Fragment.....	28
Run-on Sentence.....	28
Parallel Structure.....	29
Problems with Gender and Case.....	29-30
Voice.....	30
Mood and Problems with Subjunctive Mood.....	30
Common Spelling Errors.....	31-32
<b>Manuscript Styles</b> .....	33-34
Sample Title Page.....	35
<b>Writing Samples</b> .....	36-42
Model Personal Expository Essay.....	36-37
Model Literary Expository Essay.....	38-40
Sample of Entries on a Works Cited Page.....	41-42
Scope and Sequence of Research Skills.....	43
<b>Error Monitoring Strategy</b> .....	44
<b>ERB Analytical Scoring Guide</b> .....	Inside back cover