

# Expository *Writing*

**Topics Include:**

Directions, Explanations,  
Discussion, Information,  
Instructions, Analysis

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## *To the Student*



*How about it?  
Can you count on your  
writing skills to make  
your meaning clear?*

*Check yourself out  
by answering the  
following questions!*

- ▶ Can you give other people easy-to-follow directions and explanations?

**EXAMPLES:** **how to tape a TV show**  
**how a bill becomes law**

- ▶ Can you describe something clearly enough to create a vivid image in the minds of your audience?

**EXAMPLES:** **a dramatic thunderstorm**  
**a movie star's mansion**

- ▶ Can you tell a story so well that your audience is fascinated from beginning to end?

**EXAMPLES:** **the history of baseball**  
**the world's worst date**

- ▶ Can you usually persuade others to accept your opinion or take some kind of action?

**EXAMPLES:** **see a certain movie**  
**register to vote**

Saddleback's WRITING 4 series will improve your written work—no matter what your purpose is for writing. If you make your best effort, the result will surprise you. You'll discover that putting words on paper isn't that much different from saying words out loud. The thought processes and grammatical structures are the same. Writing is just another form of expression; skill develops with practice!

Competent writers do better at school and at work. Keep that in mind as you work your way through these books. If you learn to write well, you're more likely to succeed in whatever you want to do!

*Are you ready to go for it?  
Follow me—I'm off and running!*




# Lesson

# 1


## The Five Ws

The five *Ws*—*who*, *what*, *when*, *where*, and *why*—are important guidelines when you're writing to inform. Why? These key words remind you to include all the essential facts.

**A.** Read this bulletin board notice. Then answer the questions that follow.



**ATTENTION  
PROM COMMITTEE!**



The prom committee will meet in Room 314 on Thursday, March 4, at 3:30 in the afternoon. All those interested in helping us get organized are welcome to attend. At the first meeting, we will decide on a theme for the dance. We will also establish subcommittees for decorations, entertainment, chaperones, refreshments, and election of the king and queen and their court. Meetings will be held every Thursday at the same time and place until the last week of May.

**PLEASE DON'T SIGN UP IF YOU CAN'T SERVE ON THE COMMITTEE UNTIL PROM NIGHT!**

1. *Who* is invited to come to the meeting?

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2. *What* is on the agenda for the first meeting?

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3. *When* is the first meeting going to be held?

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4. *When* are subsequent meetings?

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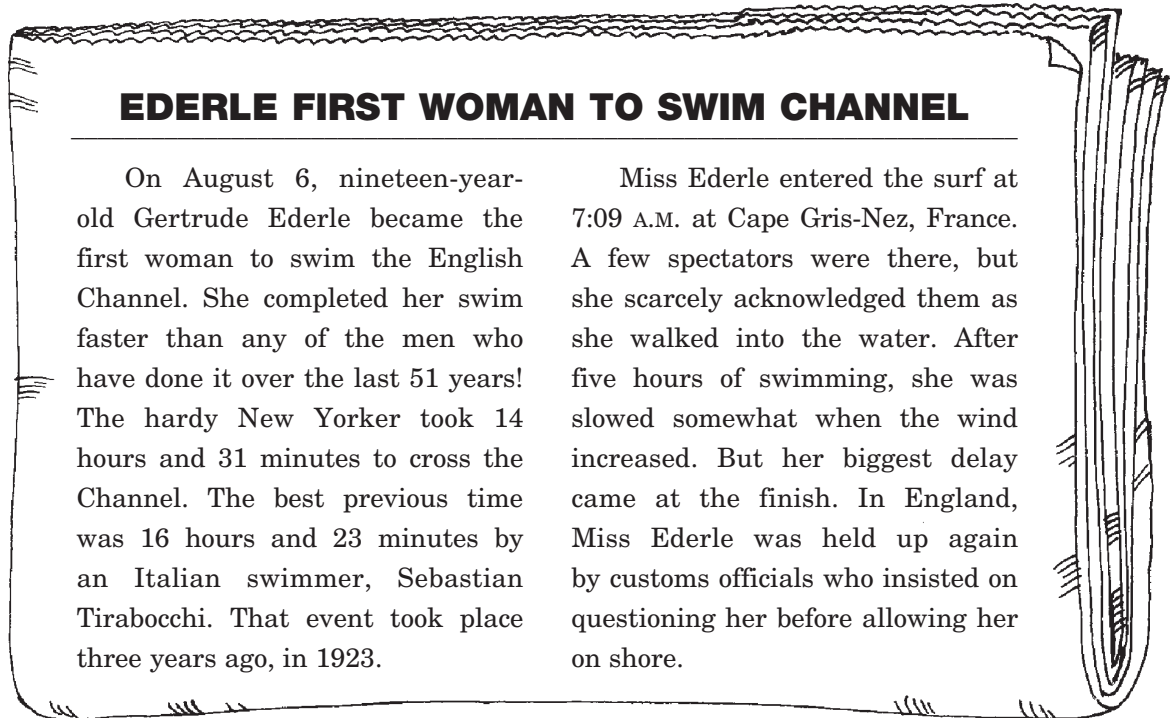
5. *Where* will the meetings be held?

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6. *Why* are the meetings being held? (What is their purpose?)

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- B.** Think about the five Ws as you read this newspaper story that might have appeared in the 1920s. Then answer the questions that follow.



1. *Who* are the two people mentioned by name in this story?  
\_\_\_\_\_
2. *What* newsworthy feat is being reported?  
\_\_\_\_\_
3. *When* did it happen?  
\_\_\_\_\_
4. *Where* did it happen?  
\_\_\_\_\_
5. This article does not tell *why* Gertrude Ederle swam the English Channel. Use your imagination to complete the following sentence:  
\_\_\_\_\_

When asked why she wanted to be the first woman to swim the English Channel, Miss Ederle replied, “\_\_\_\_\_”

\_\_\_\_\_

\_\_\_\_\_.”



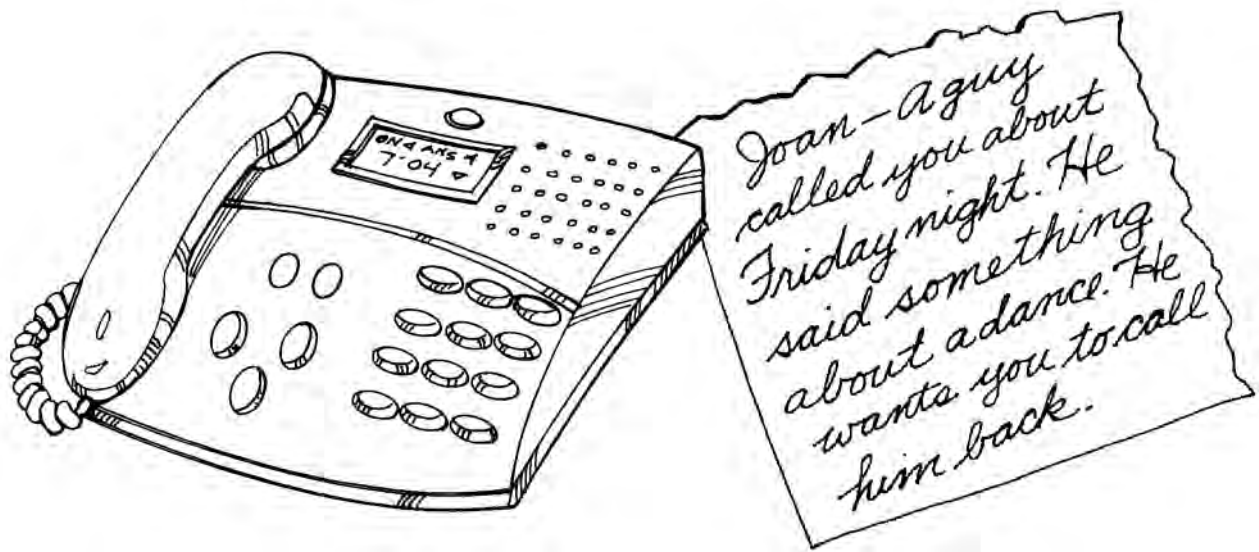
# Lesson

# 2

# Messages

Have you ever received a written message about a telephone call you missed? Did it give you enough information to return the call—or were some important facts left out? If you’ve ever received an incomplete message, you know how frustrating that can be.

- A.** Here’s an example of a poorly written message about a telephone call. You have a two-part task. First, determine what information is missing. Second, rewrite the message to make it complete. (You will have to make up some details.)



### YOUR MESSAGE REWRITE

A large rectangular box containing seven horizontal lines for writing a message rewrite.

**B.** Practice taking a telephone message. Underline the important information as you read the following telephone conversation. Then write a message for Jake. Be sure to include all the information Jake needs to return the call.

**YOU:** Hello?

**CALLER:** Hello. Is Jake there?

**YOU:** No, he isn't. May I take a message?

**CALLER:** Yes. This is Barry Watson. I'm the manager of the new ice cream store on Birch Street. Jake applied for a part-time job here, and I want him to come in for an interview. Would you ask him to call me to arrange an appointment?

**YOU:** Of course, Mr. Watson. What would be a good time for him to call?

**CALLER:** Well, I'm here from noon to nine every day but Sunday. The phone number of the store is 555-3972.

**YOU:** Thank you, Mr. Watson. I'll give him the message.

**CALLER:** Thank you. Goodbye.

**YOU:** Bye.

**YOUR MESSAGE TO JAKE**

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# Lesson

# 3

# Filling Out Forms

Businesses and organizations often require the use of informational forms. If you want to apply for a credit card, for example, you must fill out a special form. You will also fill out certain forms when you file tax reports, apply for a library card, or visit a doctor's office. What about buying insurance, applying for jobs, sending for rebates, or taking out loans? All these transactions require special forms.

**A.** Here's a form used by the United States Post Office. Suppose you're moving to a different house or apartment. Use the information below to fill out the form.

- You will move on the tenth of next month.
- Your new address will be 489 Erickson Avenue.
- You will live in the same city and have the same ZIP code that you have now.

OFFICIAL MAIL FORWARDING CHANGE OF ADDRESS FORM			
U.S. Postal Service <b>CHANGE OF ADDRESS ORDER</b>		Instructions: Complete Items 1 thru 10. You must SIGN Item 9. Please PRINT all other items including address on face of card.	
1. Change of Address for: (See instruction #1 above) <input type="checkbox"/> Individual <input type="checkbox"/> Entire Family <input type="checkbox"/> Business		2. Start Date:    Month    Day    Year	
3. Is This Move Temporary? (Check one) <input type="checkbox"/> No <input type="checkbox"/> Yes, Fill in		4. If TEMPORARY move, print date to discontinue forwarding:    Month    Day    Year	
5. Print Last Name (include Jr., Sr., etc.) or Name of Business (if more than one, use separate form for each).			
6. Print First Name (or Initial) and Middle Name (or Initial). Leave blank if for a business.			
7a. For Puerto Rico Only: If OLD mailing address is in Puerto Rico, print urbanization name, if appropriate.			
7b. Print OLD mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.).			
Apt./Suite No.    or    PO Box No.		or <input type="checkbox"/> RR/ <input type="checkbox"/> HCR (Check one)    RR/HCR Box No.	
City		State    ZIP Code    ZIP+4	
8a. For Puerto Rico Only: If NEW mailing address is in Puerto Rico, print urbanization name, if appropriate.			
8b. Print NEW mailing address: House/Building Number and Street Name (include St., Ave., Rd., Ct., etc.).			
Apt./Suite No.    or <input type="checkbox"/> PO Box No. / <input type="checkbox"/> PMB No. (Check one)		or <input type="checkbox"/> RR/ <input type="checkbox"/> HCR <input type="checkbox"/> PMB No. / <input type="checkbox"/> RR/HCR Box No.	
City		State    ZIP Code    ZIP+4	
9. Sign and Print Name (see conditions on reverse) Sign: _____ Print: _____		10. Date Signed:    Month    Day    Year	
		OFFICIAL USE ONLY Verification Endorsement	

**B.** Many employers require you to keep track of your working hours on a time card. Use the information below to complete the time card.

- For the date, use last week.
- Your usual working hours are 8:00 A.M. to 5:00 P.M. You get paid for eight hours of work (regular pay) and take a one-hour lunch (unpaid). In column 2, do *not* include your lunch hour. You get paid time-and-a-half for overtime, which is anything over eight hours a day.
- Monday was a holiday. It is paid as if it were a regular day.
- On Tuesday, you worked a regular day.
- Wednesday was a busy day. You worked from 8:00 A.M. to 7:00 P.M. You took a 30-minute lunch break.
- On Thursday, you worked a regular day.
- On Friday, you worked from 8:00 A.M. to 5:00 P.M. You went to the doctor from 2:00 P.M. to 3:30 P.M. This time is covered by sick pay.

<b>TIME CARD</b>					
Week of: _____					
Employee: _____					
<b>DAY OF WEEK</b>	<b>TOTAL HOURS WORKED</b>	<b>REGULAR PAY</b>	<b>SICK PAY</b>	<b>VACATION PAY</b>	<b>OVERTIME</b>
<b>MON.</b>					
<b>TUES.</b>					
<b>WED.</b>					
<b>THURS.</b>					
<b>FRI.</b>					