



Topics Include:

Advertising, Debate,
Propaganda, Opinion,
Complaint, Request



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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!



1

Reasons for Writing

Every piece of writing—from a short note to a long novel—is written for a reason. Perhaps the writer's goal is to tell a story or to describe a person or a place. Or it may be to explain why an event happened, or to urge the reader to take action.

A. Use words from the box to complete the sentences about four kinds of writing with different goals. If any words are unfamiliar, look them up in the dictionary.

		expository	narrative	persuasive	descriptive		
1 wr particular idea has merit.			ttempts to convince the	e reader that a			
	2 writing tells a			ells a story, usually rel	ating events in		
	3.						
	4.	often by using a definit			cess, or idea,		
B. Write an example sentence to demonstrate each of the four "reBe sure that your purpose is clear.			easons for writing."				
	1.	DESCRIPTIVE:					
	2.	NARRATIVE:					
	3.	PERSUASIVE:					
	4.	EXPOSITORY:					

The *tone* of your writing reflects your attitude toward the subject. Depending on your purpose, the tone of your composition changes. It might, for example, be *straightforward*, *sarcastic*, *outraged*, or *mysterious*. Tone is a major ingredient of style. It sets the mood of your composition.

Sty	ie. i	e. It sets the mood of your composition.				
C.		Write persuasive , narrative , descriptive , or exposit Then identify tone by writing <i>straightforward</i> , <i>sarcastic</i> ,	•			
	1.	1. The bright orange flames rose higher and higher in the inky midnight sky. The exhausted firefighters were nearly overcome by acrid fumes and intense heat. The shrill wail of shrieking sirens filled the air. The chief was sure it was arson. But who had set the blaze and why?				
		TYPE OF WRITING: TONE:				
2. Take the Greenbelt Freeway north to the second downtown exit. Go right on Market Street until it dead ends at Polk. Then turn left and stay in the left-hand lane for about half a block. Turn left at Valleys and pull up at the first brick house on the right-hand side of the str I'll be watching for you.			en turn left and n left at Valleyview			
		TYPE OF WRITING: TONE:				
	3.	3. "Oh, <i>sure</i> I believe you," Andrea snarled. "Why <i>wouldn't</i> I believe you? Just because you 'forgot' your promise never to use my car without permission? Just because you told everyone the secret you'd sworn never to tell? <i>Of course</i> I believe you. <i>Not</i> ."				
		TYPE OF WRITING: TONE:				
	4.	prosecuted rather than reelected! / MISUS	GROSS SE OF FUNDS			

city is now bankrupt! I urge all concerned citizens to speak out at tonight's town hall meeting.

TYPE OF WRITING:

TONE: _

Lesson 2

Writing to Persuade

When you write to *persuade*, your goal is to influence the reader's point of view. Perhaps you want the reader to reconsider an opinion. Or perhaps you're trying to convince the reader to *do* something (vote) or to *stop* doing something (littering).

A. Think about the different purposes of various kinds of writing. Then study

	the items below and circle only examples of <i>persuasive</i> writing.			ğ.		
		wedding announcement	lost-and-found ad	movie review		
		car repair instructions	dialogue for a play	political speech		
		anti-smoking poster	newspaper editorial	gardening manual		
		army recruitment brochure	employee handbook	narrative poem		
B. Suppose you are assigned to write a weekly editorial column for your school newspaper. What ideas do you want to promote? What issues are most important to you? Express your viewpoint by writing two persuasive sentences about each topic.				issues are o persuasive		
	1. school uniforms					
	2.	teacher's pets				
3. the grading system						
	4.	the food in the cafeteria _				

C.	<i>Demand</i> and <i>beg</i> are two quite different verbs that descripersuasive action. There are many others. Think about the verbs in the box. Then number them from 1 to 4 to rank to intensity of persuasion from weakest to strongest.	ne threaten
	Now read the statements below. Then write T (threaten), P (plead), E (entice), or R (recommend) to identify the different forms of persuasion.	
	1BIOHAZARDOUS ZONE. Do not enter! Violators will be prosecuted.	BIOHAZARDOUS 2.ONE
	2 Free hot dogs and soft drinks at our Grand Opening Celebration!	
	3 Simple baking soda is an effective remedy for heartburn.	ENTER
	4 My behavior was inexcusable. Please forgive me!	
	Now write two original sentences as an example of each f 1. a recommendation 2. a plea	•
	3. a threat	
	4. an enticement	

Propaganda

Are there any special ways to "sell" an idea or a product? Writers who want to influence others have developed a variety of methods to do just that. Read about six common *propaganda techniques* in the chart below.

NAME CALLING	 Applying a prejudicial label to someon a pie-in-the-sky proposal 	ne or something in order to discredit it a big spender	
GLITTERING GENERALITY	Timing a bolovod of riighty colooniod word of laca in order to with		
	the patriotic choice	like your mom's cooking	
BANDWAGON Urging you to "join the crowd" by doing som supposedly doing		ing something that "everyone else" is	
	Join all your friends and neighbors!	Don't be the last to own one!	
TESTIMONIAL • Quoting a well-known person in favor of a certain product or policy			
	"Hollywood stars like me depend on Bald-No-More. You can, too!"		
RED HERRING	 Diverting attention from the real issue irrelevant facts 	e by focusing on secondary or	
	The handsome candidate, a daily jogger, has been married for 24 years.	Our laundry product smells like lemons and comes in a pretty package.	
WITHHOLDING FACTS	This can be a second and the cappet and		
	charged with jury tampering (no mention that the case was dismissed for lack of evidence)	removes rust stains from anything (no mention that it often causes skin to blister)	

Many people associate the word *propaganda* with dishonesty. But in itself, propaganda is neither good nor bad. It all depends on where and for what purpose it is used. Bias or preference is appropriate in a statement of editorial opinion. In a news story, however, only complete, unbiased facts should be reported.

EDITORIAL

Do we want to attract new business to our city? If so, the new city hall is vital. The old building is way too small, and structural experts claim that it's dangerous!

Joe Citizen

NEWS REPORT

Opinion is divided about plans for a new city hall. Some say it's an absolute necessity, while others argue that it's a waste of taxpayers' money.

Joe Journalist

A. Think about the different types and possible uses of propaganda. The T or F to tell whether each statement below is true or false.						
	1.	Language can mold a reader's thinking to a great extent.	4	_ Most people know how to recognize the tricks of propaganda.		
	2	Words like <i>barbarity</i> and <i>cruelty</i> arouse unfavorable attitudes.	5	_ Favorable publicity cultivates the good will of the public.		
	3	Propaganda never encourages our desire to flatter ourselves.	6	_ Words like <i>justice</i> and <i>health</i> have a positive impact.		
В.		ow be creative! Write a one- or two-li chniques described on page 10.	ine exai	mple of five of the six propaganda		
	1.	1. promotion for an American Red Cross blood drive				
	TECHNIQUE:					
		EXAMPLE:				
	2.	ad for a new toothpaste				
	TECHNIQUE:					
		EXAMPLE:				
	3.	3. politician's comments about his opponent				
		TECHNIQUE:				
		EXAMPLE:				
	4.	appeal for contributions to aid victim	ns of a a	lisaster		
		TECHNIQUE:				
		EXAMPLE:				
	5.	editorial argument for a new city swi	mming	pool		
		TECHNIQUE:				
		EXAMPLE:				