

Weekly Assignment Sheet
Writing 8
Ms. Sandlin

Middle School Writing

9/18/23

Instructions: **After completing/working on each day's assignment include a parent initial signature below.**

Day One/Tuesday:
- Punctuation, abbreviation, numbers practice II, Tone entry Parent Initial: _____
Day Two/Wednesday:
- Details practice handout Parent Initial: _____
Day Three/Thursday:
- Sentences/using periods practice handout II Parent Initial: _____
Day Four/Friday:
- Professional Email Practice III (two-sided) Parent Initial: _____
Day Five/Monday:
- Accept Google Classroom invite, Tone practice II handout Parent Initial: _____

The weekly schedule has been broken down to maximize parent and student success. Parents: please oversee that student work is at individual/grade-level standard. Please sign below after checking students' daily work.

I have looked over each day's assigned work and verify its quality and completion.

Parent signature: _____ Date: _____

Questions? Contact Ms. Sandlin
debra.ann.sandlin@gmail.com
(509) 379-6846

Name: _____

Tone Entry

"But I feel peaceful. Your success in the ring this morning was, to a small degree, my success. Your future is assured. You will live, secure and safe, Wilbur. Nothing can harm you now. These autumn days will shorten and grow cold. The leaves will shake loose from the trees and fall. Christmas will come, and the snows of winter. You will live to enjoy the beauty of the frozen world, for you mean a great deal to Zuckerman and he will not harm you, ever. Winter will pass, the days will lengthen, the ice will melt in the pasture pond. The song sparrow will return and sing, the frogs will awake, the warm wind will blow again. All these sights and sounds and smells will be yours to enjoy, Wilbur—this lovely world, these precious days..." (*Charlotte's Web*)

"It was A LOW, DULL, QUICK SOUND -- MUCH SUCH A SOUND AS A WATCH MAKES WHEN ENVELOPED IN COTTON. I gasped for breath, and yet the officers heard it not. I talked more quickly, more vehemently but the noise steadily increased. I arose and argued about trifles, in a high key and with violent gesticulations; but the noise steadily increased. Why WOULD they not be gone? I paced the floor to and fro with heavy strides, as if excited to fury by the observations of the men, but the noise steadily increased. O God! What COULD I do? I foamed -- I raved -- I swore! I swung the chair upon which I had been sitting, and grated it upon the boards, but the noise arose over all and continually increased. It grew louder -- louder -- louder!" ("The Tell Tale Heart," Edgar Allan Poe)

"There was a steaming mist in all the hollows, and it had roamed in its forlornness up the hill, like an evil spirit, seeking rest and finding none. A clammy and intensely cold mist, it made its slow way through the air in ripples that visibly followed and overspread one another, as the waves of an unwholesome sea might do. It was dense enough to shut out everything from the light of the coach-lamps but these its own workings, and a few yards of road; and the reek of the labouring horses steamed into it, as if they had made it all" (*A Tale of Two Cities*).

"The way I look at it, someone needs to start doing something about disease. What's the big deal? People are dying. But the average person doesn't think twice about it until it affects them. Or someone they know" (yourdictionary.com).

Entry: 9/18/23

- 1) Read the different examples of *tone* at your tables. You don't know the exact definition for *tone* yet, but infer and make your best guess as to how you would describe the *tone* in each example.
- 2) Write below each sample what you would label/how you would describe its *tone*.

Name: _____

Formal Details Practice

Instructions: 1) Using the introductory paragraph provided, write two additional paragraphs adding on to the story. 2) Underline seven or more specific, visual details that you include in your paragraphs.

It was a night like any other, dark and unassuming. However, this would be forever known as a dreaded night in my life. It all started when I put a pizza in the oven. I put it in at 400°F for thirty minutes. However, in my hubris, I went into the living room to watch TV. I did not hear the oven go off. My pizza burned, and with it, my heart.

Name.....

REVIEWING UNIT 1

Capitalization

Cross out each incorrect small letter. Above it, write a capital.

1. atop the board of trade building in chicago is a statue of ceres.
2. recently i read *twenty years at hull house* by jane addams.
3. the founder of christianity was jesus of nazareth.
4. in 399 b.c. socrates was put to death in athens.
5. the cisco kid is known as the "robin hood of the west."
6. from mount agua in central america, one can see both the atlantic and pacific oceans on a clear, sunny day.
7. according to dad, utah was named for the utes, an indian tribe.
8. yes, kit carson acted as guide for captain john c. fremont.
9. Ed is now a student at crocker military academy.
10. To reach the lincoln park zoo, drive three blocks south.

Punctuation

Insert needed punctuation marks.

1. My favorite selection from Music in the Air is The Song Is You.
2. Her writing isn't legible. Her us look just like ns.
3. Theres no need to tell you that Mr. Ellsworths place will be hard to
Our loss however will be anothers gain
4. Attend our end of the month sale. See the enclosed folder.
5. On the other hand your remarks were not but lets not discuss it.
6. The typist asked Shall I mark the package Special Delivery
7. On Friday May 5 those who have questions may come to my office
8. Have you read these books Kim Dragon Seed and War and Peace

Abbreviations and Numbers

Correct all errors in the use of abbreviations and numbers.

1. The Xmas holiday begins Dec 20 and ends Jan 6.
2. 75 people were injured in that accident on 15 St.
3. I paid him thirty % of the profits; that is, \$500.
4. One thousand two hundred students have enrolled in 3 mos.

PROOFREAD! Go over your paper to catch thoughtless mistakes.

Name: _____

Email Exercise II_Improving an Email

Instructions: Adjust the following email samples to include: **1)** A professional subject line, **2)** proper capitalization, punctuation, and usage, **3)** a greeting, **4)** a name, **5)** clear and specific content. The questions or concerns listed should be possible to address/need to be specific enough to address. **6)** A closing, **7)** your name, **8)** your class period.

.....

.

Sample One:

Subject Line: what am I writing

Email body: i couldn't complete this because i lost internet in today's zoom call and i don't understand.

1) Subject Line:

2) Email body (Greeting, body, closing, name, class):

Name: _____

Sample Two:

Subject Line: (None provided)

Email body:

"hi, this is ___ and I'm in your ___ class but have been golfing in [sunny vacation destination] for the past couple weeks so i have missed the first few classes. just wondering if there is anything important that i have missed ... please let me know what i should do."

3) Subject Line:

4) Email body (Greeting, body, closing, name, class):

USING PERIODS: I

LEARN! Study these rules for the use of the period.

Rule 1. Use a period to close a declarative sentence: I knew him well.

Rule 2. Use a period to close an imperative sentence: Turn to page 10.

Rule 3. Use a period after a request that is placed in question form for courtesy: Will the audience please rise.

Rule 4. Use a period after an indirect question: I asked where he had gone.

Rule 5. When a parenthesis comes at the end of a sentence, place the period outside the parenthesis: We sell dog food (all brands).

When a complete sentence occurs within parentheses, place the period inside the closing parenthesis.

This is Betty Jo. (Her real name is Elizabeth Joan.)

Rule 6. When a sentence ends with a quotation, place the period inside the quotation marks.

Cole Porter wrote "Night and Day." Myrna said, "I'll wait here."

Rule 7. Use periods after initials: J.A. (James Alan) Morrow.

Rule 8. Use the period as a decimal point: Tickets will cost \$4.75.

Rule 9. Use the period to indicate ellipses (omission of words). Within a sentence use three periods; after a complete sentence, use three periods in addition to the period at the end of the sentence.

One point that has been overlooked needs to be emphasized.

One point . . . needs to be emphasized.

We shall leave at dawn. Remember that fact. We shall wait for no one.

We shall leave at dawn. . . . We shall wait for no one.

Rule 10. Place a period after each numeral or letter notation in an outline. (See page 245.)

Rule 11. Use no period after Roman numerals following a name.

Henry Clay Billups II Richard I

PRACTICE! A. Insert periods where they are needed.

- 4-9 1. I wonder whether J.L. Sorenson III will be a candidate.
- 6 2. My report is on the chapter called "The Rise of Nationalism."
- 5 3. He made a fortune in oil, (Incidentally, he lost one, too)
- 3 4. Will the audience please stand for the benediction,
- 6 5. Erna replied, "I shall be eighteen next Saturday,"
- 1 6. Come in at four o'clock. We can help you then.
- 8-1 7. I paid \$1250 [twelve dollars and fifty cents] for this hat,

USING PERIODS: I—Continued

8. I hope to spend the summer in Salem (Massachusetts),
9. Take a free sample, You will enjoy our product,
10. The silver will cost \$375⁸⁰ [*three hundred seventy-five dollars and eighty cents*] if we buy it now,
11. The chemical symbol for salt is NaCl (sodium chloride),
12. The address will be given by J^L, Hayes, the county chairman,
13. I have recently read J^E Young's "War Is Not Inevitable,"
14. My friend Elna was graduated *cum laude* (with praise),
15. Father asked what had become of his glasses,
16. The child insisted, "I did not take the goldfish out of the bowl!"
17. I wondered how I should answer,

PRACTICE! B. Cut a paragraph from a newspaper or a magazine. Rewrite it in the space below, condensing it by using periods to show ellipses both within and at the ends of sentences. Illustrate each use twice. Clip the original paragraph to your workbook sheet so that your teacher can check your work.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

USE! Write sentences to illustrate rules 3, 4, 6, and 11.

.....

.....

.....

.....

PROOFREAD! Go over your paper to catch careless errors.

Name.....

Best Score 64

My Score 21

USING COMMAS TO SET OFF ELEMENTS WITHIN A SENTENCE: I

LEARN! Commas help the reader to get meaning quickly and accurately.

Rule 1. Use commas to set off nominatives of address (direct address) and the abbreviations *Jr.*, *Sr.*, and *Esq.*

Alice, will you set the table? Watch your step, *my little man*.
Do you think, *Paul*, that John Gay, Jr., looks like his father?

Rule 2. In dates and addresses, use commas after the various items and before an *of* preceding an address. A month and the day of the month form one item, as do a city and the zone number.

On Sunday, July 4, 1950, Grandmother first flew to Portland, Oregon.
In May, 1949, John Hill, of 3111 Lee Street, Dallas 7, Texas, disappeared.

Rule 3. Use commas to set off contrasted expressions: He, not I, came.

Rule 4. Use commas to set off parenthetical elements. Expressions often used parenthetically include *however*, *of course*, *on the other hand*, *in fact*, *for example*, *that is*, *indeed*, *also*, *too*, *perhaps*, *nevertheless*, *moreover*. When used purely as modifiers, such expressions are not set off.

Today, for example, is a born leader; in fact, he is more than that.
Here, indeed, is a bad situation. You are indeed kind.

Rule 5. Use commas to set off direct quotations from explanatory words like "he said." *Example:* "Come with me," he begged.

Rule 6. Place the comma inside the quotation marks. [See above.]

PRACTICE! (1) Insert needed commas. (2) Above each comma, indicate the rule.

1. At five o'clock, Joyce, please call me.
2. The material is, by the way, voile, not organdy.
3. Your name is not, however, on the list, my friend.
4. "The work on this sampler," said Grandmother, "is painstaking."
5. In June, 1930, we bought our home at 846 Olds Avenue, Rawlins, Wyoming.
6. "I hope, ladies, that you will like the soap samples," added the man.
7. "Ken, I think," said Father, "that he is Jay Owens, Jr. of Clinton, Iowa."
8. I feel sure, moreover, that the plan will succeed, Terry.
9. Joe, not Jim, was elected; in fact, Jim is not even a member.

USE! (1) Write a sentence that illustrates three of the preceding rules. (2) Above each comma, write the number of the rule that applies.

PROOFREAD! Have you made any thoughtless errors?