

Writing Handbook

Modes of Writing

Narration is used to tell a story. Here are some types of narration.

- Autobiography is the story of a person's life, told by the writer.
- Biography is the story of a person's life told by another person.
- A short story is a short, fictional narrative.

Exposition gives information or explains something. Here are some types of exposition.

- Compare and Contrast writing analyzes the similarities and differences between two or more things.
- Cause and Effect writing explains why something happened and what happens as a result.
- Problem and Solution writing describes a problem and offers one or more solutions to it.
- How-To writing explains how to do or make something.
- Description paints a picture of a person, place, thing, or event.

Persuasion is writing that tries to convince people to think or act in a certain way.

Functional writing is writing for real-world uses. Here are some types of functional writing.

- You might fill out a form to sign up for lessons, take a field trip, or apply for a library card.
- You might create an invitation to a holiday party.

339

Persuasion Read aloud the definition of persuasive writing. Ask students for examples of situations in which they tried to persuade an adult to let them do something special, such as staying overnight at a friend's house. They should list the reasons to persuade the adult to let them do this activity. Next, they should write a persuasive letter to the adult.

Functional Writing Read aloud the definition and examples. Ask students to provide additional examples of functional writing and write them on the board.

Writing Handbook

This handbook contains an overview of the writing modes and the writing process. The handbook is divided into the following sections:

- Modes of Writing
- The Writing Process
- Rubric for Writing
- Writing and Research
- How To Use Technology in Writing

Modes of Writing

Ask students about their previous knowledge of different writing modes from their reading or writing assignments.

Narration Read aloud the definition with students. Ask them to recall autobiographies, biographies, or short stories they have read. Ask, *If someone wanted to learn about your life, what would be some differences between reading an autobiography and a biography?* (The writer, how information is collected, what facts are included or omitted, interviews, opinions, accuracy, etc.)

Exposition Read aloud the definition and descriptions of different types of exposition.

- **Compare and Contrast** To help students understand the difference between *compare* and *contrast*, ask students to compare the similarities between the United States and their home countries. Then ask them to contrast the differences between these countries.
- **Cause and Effect** Draw a two-column chart on the board for *Cause and Effect*. Ask students for ideas to write on the chart. Select one example of cause and effect and discuss how to write an expository piece based on these ideas.
- **Problem and Solution** Draw a two-column chart on the board for *Problem and Solution*. Ask students for ideas to write on the chart. Remind them there could be more than one solution to a problem. Select one example and discuss how to expand on these ideas to write an expository piece.
- **How-to.** Ask students, *What tasks do you know how to do well? Are you an expert at doing something?* Select one example and ask students to provide each step to complete the task. Discuss how to write a how-to piece using these ideas.