

# 315-1, Basic Writing Skills

## Guide to Handouts

### **Section I**

- Handout 1- Learning Objectives and Competency (1 page)
- Handout 2- Today's Agenda (1 page)
- Handout 3- Test Your Writing Knowledge (1 page)

### **Section II**

- Handout 4- Spelling Rules (1 page)
- Handout 5- Rules for Forming Plurals (1 page)
- Handout 6- Commonly Confused and Abused Words (9 pages)
- Handout 7- Commonly Misspelled Words (6 pages)

### **Section III**

- Handout 8- Grammar "Fix It" Exercise (1 page)
- Handout 9- Grammar Rules (3 pages)
- Handout 10- Overcoming Sexist Language (1 page)

### **Section IV**

- Handout 11- Punctuation: Writing's Traffic Cops! (3 pages)
- Handout 12- Punctuation "Racer" (1 page)

### **Section V**

- Handout 13- Ten Types of Words to Avoid (1 page)
- Handout 14- Unnecessary Words Exercise (1 page)
- Handout 15- Sentence Improvement (2 pages)
- Handout 16- Paragraph Checklist (1 page)

### **Section VI**

- Handout 17- Proofreading Exercise (2 pages)
- Handout 18- Action Plan (1 page)
- Handout 19- Bibliography and Resource List (1 page)