

Chapter 1: An Overview Of Writing

1.1 The Bare Bones of Writing

1.2 Writing

- Purpose
- Genres
- Forms
- Interweaving of Genres and Forms

1.3 Vocabulary And Usage In Writing

1.4 Structure

- How to Organise Your Writing
- What is Paragraphing?
- Features of Organized Writing
- Vocabulary for Structuring.

1.5 How to Create Ideas in Writing

Chapter 2: Recount Writing

2.1 What Is Recount Writing?

- Definition of Recount
- Features
- Structure of a Recount
- How to Prepare for Writing a Recount

2.2 Writing the Recount

- Creating the First Draft
- Step-by-Step Improvement Plan
 - Start with a good orientation
 - Add details with phrases
 - Link events with time connectives
 - End with a good conclusion
- Creating the Final Recount
- Recount Assignments with Checklist

Chapter 3: Writing a Procedure

3.1 What Is Procedure Writing?

- Definition of a Procedure
- Features
- Structure of a Procedure
- How to Prepare for Writing a procedure

3.2 Writing the Procedure

- Creating the First Draft
- Step-by-Step Improvement Plan
 - Start with a clear introduction
 - Use connective to show order
 - Start sentences with action verbs
 - Use verbs that give precise instruction
 - Add interest and information with adjectives.
- Creating the Final Procedure
- Procedure Assignments with checklist

Chapter 4: Describing a Person	
4.1 What is Descriptive Writing?	- Definition - Features - Building Descriptive Writing
4.2 Describing Characters	- Physical Features - Clothes - Mannerisms - Attitudes - Traits
4.3 Writing the Description	- Creating the First Draft - Step-by-Step Improvement Plan ● Start with an interesting Introduction ● Link ideas with conjunctions ● Add interest and Information with adjectives ● End with a good conclusion - Creating the Final Draft - Descriptive Writing Assignments with Checklist
Chapter 5: Writing a Narrative	
5.1 What Is Narrative Writing?	- Definition - Features - Building Narrative Writing
5.2 Looking at the Narrative	- Creating the First Draft - Step-by-Step Improvement Plan ● Add interest with descriptive verbs ● Add color and interest with similes ● Bring the character to life with dialogue ● End with an interesting resolution - Creating the Final Draft - Narrative Writing Assignments with Checklist
Chapter 6: Writing an Information report	
6.1 What Is Information report?	- Definition of an Information report - Features - Structure of an Information report - How to Prepare for Writing an Information Report
6.2 Writing the Information Report	- Creating the First Draft - Step-by-Step Improvement Plan ● Start with a good introduction ● Add detail to Paragraphs ● State facts, not opinions ● Use technical language - Creating the Final Draft - Information Report Assignments with Checklist

Chapter 7: Writing a discussion

7.1 What Is a Discussion?

- Definition of a discussion
- Features
- Structure of a discussion
- How to Prepare for Writing a Discussion

7.2 Writing the Discussion

- Creating the First Draft
- Step-by-Step improvement plan
 - Start with a good introduction
 - Link ideas with connectives
 - Join clauses with conjunctions
 - End with a good conclusion
- Creating the Final Draft
- Discussion Assignments with Checklist

Chapter 8: Word Formation

8.1 Ways Of Word Formation

- Prefixes and Suffixes
- Compound Words
- Word Webs
- Words That Confuse

8.2 Idioms

8.3 Phrasal Verbs

8.4 Powerful Vocabulary With Parts Of Speech

- Adverbs Add Power
- Powerful Nouns
- Advanced Adjectives