

JROTC Distance Learning Courses

Study Guide

How to Write Effectively

Distance Learning



Navy Junior Reserve Officer Training Corps

Name: _____

Date: _____

STUDY GUIDE: HOW TO WRITE EFFECTIVELY

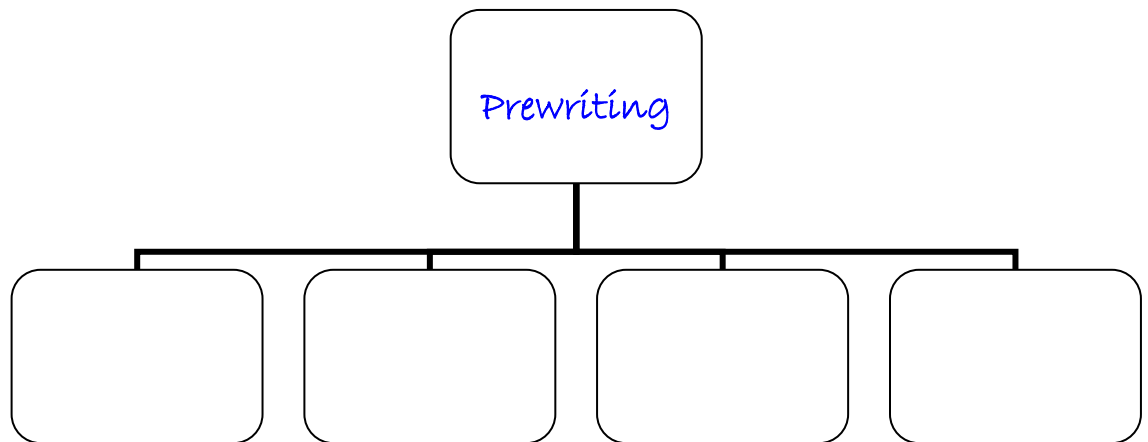
Lesson 1
Screen 4 of 14

In order, the five (5) writing process steps are:

1. _____
2. _____
3. _____
4. _____
5. _____

Lesson 1
Screen 5 of 14

Prewriting process flow diagram:



Example circle map (draw map):

Example tree map (draw map):

Three (3) parts of a well-written rough draft of a paragraph:

1. Opening or “hook”

2. _____

3. _____

Lesson 1
Screen 9 of 14

Five (5) things to consider when revising to improve the style or effectiveness of your document:

1. Look at your paragraph from the eyes of your audience.
2. _____
3. _____
4. Review it from the point of view of you target audience.
5. _____

Lesson 1
Screen 10 & 11
of 14

Editing and publishing your paper:

When editing your paper, focus on grammar, _____, and usage. Do not guess at spelling, _____, grammar, or formatting.

The publishing step is when you create a final draft that is ready to be published or submitted as your final product. First, create the _____ draft. Second, follow proper _____. Third, save an _____ copy.

Lesson 2
Screen 4-10 of
15

Seven (7) principles of writing:

1. Audience level
2. _____
3. _____
4. _____
5. _____

6. _____
7. Coherence

Lesson 2
Screen 11 of 15

When to use each development method:

Steps: _____

Reasons: _____

Details: _____

Examples: _____

Lesson 2
Screen 12 of 15

Example bubble map (draw map):

Lesson 3
Screen 5 of 9

Seven (7) common style errors:

1. Run-on
2. _____
3. _____
4. _____
5. _____
6. _____
7. Clarity

Lesson 4
Screen 4 of 8

Four (4) reasons unclear writing occurs:

1. Overuse of “to be” and “to have”
2. _____
3. _____
4. _____

Lesson 5
Screen 4 of 6

Location of paragraph elements:

The topic sentence goes at the _____ of a paragraph.

The body sentences go in the _____ of a paragraph.

The conclusion sentence goes at the _____ of a paragraph.

The transitional sentence goes _____ paragraphs.

Lesson 6
Screen 3 of 9

Plagiarism is _____

Lesson 6
Screen 5 of 9

Three (3) types of plagiarism:

1. Using exact words without quotation marks.
2. _____
3. _____

Lesson 7
Screen 4 of 7

Three (3) advantages of using e-mail:

1. _____
2. _____
3. _____

Lesson 7
Screen 4 of 7

One disadvantage of using e-mail is _____



Name: _____ Date: _____

CHECK YOUR UNDERSTANDING: HOW TO WRITE EFFECTIVELY

1. Place the writing process step in correct order from start to finish.

_____ Publishing

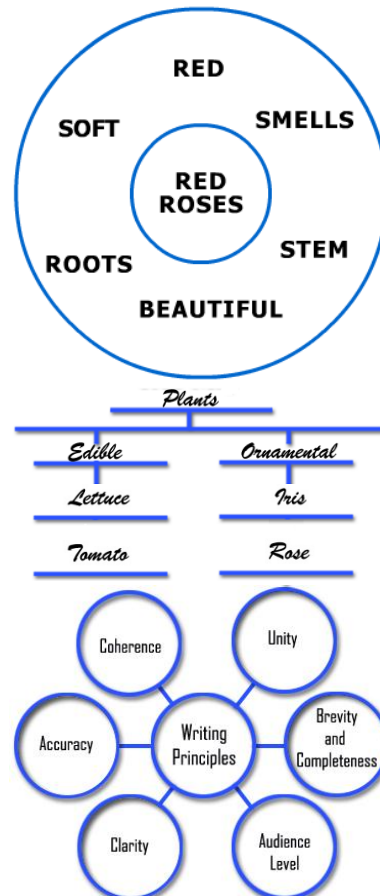
_____ Revising

_____ Prewriting

_____ Editing

_____ Rough draft writing

2. Identify each type of map shown.



3. Match the common style errors.

- | | |
|------------------|--|
| _____ Run-on | A. The subject agrees in number with the verb. |
| _____ Fragment | B. The comma is misplaced or there is no punctuation between two independent clauses. |
| _____ Tone | C. Quality of clearness that lets your reader understand your meaning quickly. |
| _____ Agreement | D. A group of words that lacks either a subject or a predicate. |
| _____ Continuity | E. Every part works toward the goal of the writing clearly and quickly. |
| _____ Clarity | F. Intended affect of your words on the audience. |

4. Where does the topic sentence in a paragraph belong? (Circle one.)

Top Middle Bottom Between Paragraphs

5. Where do the body sentences in a paragraph belong? (Circle one.)

Top Middle Bottom Between Paragraphs

6. Where does the transitional sentence belong? (Circle one.)

Top Middle Bottom Between Paragraphs

7. Where does the conclusion sentence go in a paragraph? (Circle one.)

Top Middle Bottom Between Paragraphs

8. What is the purpose of the revising stage in the writing process?

- A. To revise for formatting and spelling
- B. To look at your paper from the audience's perspective and revise for style, or effectiveness
- C. To edit the paper for grammar and spelling
- D. To create the final draft

9. When you are describing a process or giving directions, the best development method to use is:

- A. Reasons
- B. Details
- C. Steps
- D. Examples

10. Sentence fragments:

- A. Contain a subject and a predicate, but they lack descriptive words
- B. Contain a predicate, but not a subject
- C. Contain a subject, but not a predicate
- D. Lack either a subject or a predicate

11. What are the elements of a paragraph?

- A. The topic sentence and transitions
- B. The topic sentence, the details, the transitional words and sentences
- C. The introduction, the body, and the conclusion
- D. The hook, the body, and the details

12. Read the following sentence and click to indicate the word that is a PRONOUN. "Sergeant Brock told us to report missing equipment."

- A. missing
- B. to
- C. told
- D. us

13. Read each word group and indicate whether it is a correct sentence, a fragment, a comma splice error, or a run-on sentence. "Because they didn't want Key to report on the size and position of the British fleet."

- A. Run-on sentence
- B. Fragment
- C. Comma-splice error
- D. Correct sentence

14. What steps do you perform in the prewriting phase?

- A. Brainstorming, organizing, drafting, and editing
- B. Brainstorming, classifying and elaborating, organizing, and researching
- C. Researching, brainstorming, drafting and organizing
- D. Researching, drafting, and editing

15. When you are explaining a reason for something that requires specific facts, the best development method to use is:

- A. Steps
- B. Details
- C. Chronological
- D. Testimonials



Navy Junior Reserve Officer Training Corps