

Writing Handout 10 - For Assignments

All writing assignments are about **PIECES** and **PROCESS**. You need both to have good assignments. You will be graded on both.

The pieces are things like:

- ☐ header
- ☐ footer
- ☐ title
- ☐ topic sentence (It must have a clear topic and controlling idea. It must also be on the topic of the assignment.)
- ☐ good support that **ONLY** supports the topic sentence (with transitions like “First,” “Second,” and “Finally” for each of the reasons you brainstormed)
- ☐ concluding sentence (with a transition)

The process is:

- (1) Prewriting (which is brainstorming **many many many ideas** by a list or cluster)
- (2) Writing
- (3) Revising (which is proofreading and editing)

If your submitted assignment does not include prewriting, it is ZERO POINTS.

If your submitted assignment is late, it is ZERO POINTS.

If your submitted assignment has insufficient prewriting, it is MINUS POINTS.

Check your instructor’s website for the grading checklist.

On the next page is an EXAMPLE paragraph. The topic:

Is it better to have school uniforms or not have school uniforms?

Notice the pieces in the paragraph.

Unified for Uniforms

School uniforms provide several advantages over not having school uniforms. First, having a school uniform is a great time-saver. Students do not have to worry about what to wear each day. There is no need to spend time planning how to coordinate accessories or match clothing colors. The decision of what to wear has already been made for them. Second, school uniforms are wonderful space-savers. In typical Japanese homes where storage space is valuable, it is good to reduce the amount of clothes each family member has. Having a few school uniforms instead of multiple weekday outfits keeps our closets from being full with clothing. Finally, the school uniforms of today are inexpensive to clean. People no longer have to spend a lot of money to professionally dry-clean uniforms. Just place the uniforms into your home washing machine, and they get perfectly clean. In conclusion, having school uniforms is the better choice.