

Character Based Literacy Program Write Ahead
The Hobbit, Day 1

Name: _____

Date: _____

Read: Write Ahead pg. 99; Descriptive Paragraph

Activity: Fill in the blanks

1. In a _____ paragraph, you give a clear, _____ picture of one person, place or object. The following sample describes a popular outfit from an earlier generation. The description is organized by order of _____, starting at the top with the _____ and ending with the shoes.

Read: Pg. 99, *Dressing for Swing*.

Activity: Answer the following questions.

1. What is the topic sentence?

2. List three details about the Zoot Suit hat.

3. Describe the Zoot Suit jacket.

4. Explain how the dress shirt is worn.

5. What other piece of information is interesting or useful in understanding the Zoot Suit?

6. What is the closing sentence?

Character Based Literacy Program Write Ahead

The Hobbit, Day 2

Name: _____

Date: _____

Read: pg. 99, Descriptive Paragraph.

Activity: Use the space below to describe the dress of a Dwarf

- Use page 2 of The Hobbit as an example.
- Try copying the format of the paragraph on zoot suits.
- Use and Introduction.
- Start at the top and work your way down. Then conclude.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Character Based Literacy Program Write Ahead
The Hobbit, Day 3

Name: _____

Date: _____

Read: pg. 237, Writing Business Letters

Activity: Answer the following questions.

1. Name three types of workplace writing?

2. Of the three, which is most formal?

3. Name four reasons one might write a business letter.

4. What's ahead in this chapter?

• _____

• _____

• _____

• _____

• _____

Character Based Literacy Program Write Ahead
The Hobbit, Day 4

Name: _____

Date: _____

Read: Pg. 238 Write Ahead; Parts of a Business Letter

Activity: Explain each part of a business letter.

1. Heading:

2. Inside Address:

3. Salutation:

4. Body:

5. Closing:

6. Signature:

Character Based Literacy Program Write Ahead
The Hobbit, Day 5

Name: _____

Date: _____

Read: Pg. 239 Write Ahead; Sample Business Letter

Activity: Answer the following questions about the letter on page 239.

1. What state is this letter being sent from?

2. Who is the letter going to? What is her professional title?

3. Who is sending the letter?

4. What is the purpose of the letter?

5. What closing does Rosa use?

Extend Activity: (on a separate sheet of paper) Pretend you are Bilbo Baggins. You are in need of food and supplies for your journey to continue. Write a letter to A1 Hobbit Grocery Inc. 524 Hobbit Hole Dr., Tolkienland, MO 92857 requesting they donate the supplies you need. Be sure to:

- Put your letter in proper format
- Make your request clear and concise
- Address the reader appropriately
- Conclude your letter appropriately

Character Based Literacy Program Write Ahead
The Hobbit, Day 6

Name: _____

Date: _____

Read: Pg. 240 Write Ahead; Writing Guidelines

Activity: Today, in your reading, Bilbo found his way out of the Goblin Tunnels and back into the light. For your journal today, you are going to pretend you are Bilbo and write yourself a letter explaining how to get from the front porch to the lake and back to the secret exit. Answer the following planning questions.

Purpose:

Reader:

Details:

Character Based Literacy Program Write Ahead
The Hobbit, Day 7

Name: _____

Date: _____

Read: Pg. 241 Write Ahead; Revising

Activity: Take out the letter you wrote to Bilbo yesterday. Make two revision suggestions (add a detail, and make something more clear). Then, trade with a partner and edit, checking for misspellings, misused words and run-on sentences.

Editing Practice: Using your editing skills. Edit the following paragraph.

As they went on Bilbo looked from side to side for something to eat but the Blackberries were still only in lower and of course there were no nuts not even Hawthorne Barries. He nibbled a bit of sorrel. And he drank from a small mountain stream that crossed the pathe and he eats three wild strawberries that he found on the bank but it was not much better.

Character Based Literacy Program Write Ahead Name: _____
The Hobbit, Day 8 Date: _____

Date: _____

Read: Pg. 240 Write Ahead; Writing the First Draft

Activity: Today, you are going to pretend you are Gandalf. Instead of introducing the Dwarves to Beorn face-to-face, you intend to do it by way of a letter. However, you still intend to introduce them slowly, so as not to upset him. You will do this by explaining your adventure to this point and adding a couple of dwarves at each turn in the story. Write a first draft here. Be sure to begin by stating your purpose. Use the middle to present the facts and introduce the dwarves. End by requesting his help. Remember, this is a rough draft. You will re-write it a bit later.

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Character Based Literacy Program Write Ahead
The Hobbit, Day 9

Name: _____

Date: _____

Read: Pg. 242 Write Ahead; Types of Business Letters

Activity: Explain the procedures for writing a letter of complaint.

Letter of Complaint

In a complaint letter, you discuss a problem that you need help solving.

- Pretend you are Bilbo Baggins.
- You are on a journey and you have been sleeping in horrible conditions, have little or no food, and have been attacked by many creatures.
- Write a letter of complaint to Gandalf telling him about your concerns. Remember it is also appropriate to give a solution to the problem
- Follow the four steps for writing a complaint letter addressed on page 242 of Write Ahead

- _____

- _____

- _____

- _____

Character Based Literacy Program Write Ahead
The Hobbit, Day 10

Name: _____

Date: _____

Read: Pg. 243 Write Ahead; Types of Business Letters

Activity: Answer the questions below about the letter of complaint

1. Who is sending this letter? Where is he from?

2. Who is the letter being sent to? What is the name of the company being complained to?

3. What problem is being addressed in the letter?

4. What solution is suggested by the writer?

Extend (individual or class project): Have students write a formal completing letter to an organization that had treated them poorly or a local social concern. It could be a restaurant that gave them bad service, concerns about school lunches, concerns that schools have cut PE. Students should use the four steps to writing a letter of complaint. Students should address the letter appropriately, have a clear and concise body, include possible solutions, and conclude with an action statement.

Character Based Literacy Program Write Ahead

The Hobbit, Day 11

Name: _____

Date: _____

Read: pg 243 Write Ahead; Sample Letter of Complaint

Activity: Today, you are going to pretend you are Thorin.

- Write a letter to Thranduil, the Elvenking complaining that you and your friends have been falsely accused and imprisoned.
- You will explain what you were doing in his forest and why you tried to contact the wood-elves.
- Suggest a solution. Remember, this is a rough draft.

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Character Based Literacy Program Write Ahead
The Hobbit, Day 12

Name: _____

Date: _____

Read: Pg. 244 Write Ahead; Sending your letter

Activity: Use the Information provided to address the envelope below.

To: Thranduil, The Elvenking, Great Gate on the Forest River, Mirkwood, Middle Earth
25004

From: Thorin, King Under The Mountain, Prison Cell #1, Forest River, Mirkwood,
Middle Earth, 25004

Use page 244 of Write Ahead as a guide for addressing your letter.

Character Based Literacy Program Write Ahead
The Hobbit, Day 13

Name: _____

Date: _____

Read: Pg. 245 Write Ahead; Writing E-mail, Memos, and Proposals

Activity: Give three reasons why written communication is important in the workplace.

1. _____

2. _____

3. _____

Based on what you have read in *The Hobbit* so far. List five ways the troupe could have been communicating better. How would this have helped them on their journey?

Character Based Literacy Program Write Ahead
The Hobbit, Day 14

Name: _____

Date: _____

Read: Pg. 246 Write Ahead; Sample Email Message

Activity: Answer the following questions.

1. What is the subject of this email?

2. Why does the author want to write about Jiaozi?

• _____

• _____

• _____

3. If you were to respond to Chen Wei Wu, where would you send your response?

Character Based Literacy Program Write Ahead
The Hobbit, Day 15

Name: _____

Date: _____

Pg. 248 Write Ahead; Sample Email Message

Activity: Pretend you are Bilbo and have the ability to send an email to Smaug. Send him a brief note, in which you taunt him with three clues about who you are. Tell him you are going to take his treasure, and sign off as The Burglar. Use the form below. Read it over. Revise it using the checklist.

To: _____

Subject: _____

SEND

Character Based Literacy Program Write Ahead
The Hobbit, Day 16

Name: _____

Date: _____

Read: Pg. 248 Write Ahead; Sample Memo

Activity: Answer the following questions.

1. Who is the memo to?

2. Who is it from?

3. What three things has Robert done to find out if the new locker room will have sufficient space?

- _____

- _____

- _____

Activity: Write yourself a memo reminding you of three things you need to do today. Include a heading, a middle and a closing.

Character Based Literacy Program Write Ahead
The Hobbit, Day 17

Name: _____

Date: _____

Read: Pg. 249, Writing Guidelines: Memos, *Revising*

Activity: Look at the postcard memo you wrote to Thranduil, the Elvenking.

Revise it using the following checklist:

_____ Is my memo clear and complete?

_____ Did I use short paragraphs and/or well-organized lists?

_____ Are all the details accurate?

Activity: Trade with a partner and edit for format, spelling and punctuation.

Character Based Literacy Program Write Ahead
The Hobbit, Day 18

Name: _____

Date: _____

Read: Pg. 250 Write Ahead; Sample Proposal

Activity:

- Pretend you are Bard.
- Write a proposal for peaceful settlement using the format on page 250.
- Address it to Thorin Oakenshield.
- This will serve as a rough draft for today's journal.

Heading:

Project Description:

Materials needed:

Deadlines:

Outcome:

Closing:

Character Based Literacy Program Write Ahead
The Hobbit, Day 19

Name: _____

Date: _____

Read: Pg. 251 Write Ahead; Writing Guidelines: Proposals

Activity: Pretend you are Bilbo. You have made it home safely, and have written a memoir of your adventure. You wish to have it published, as you know it will be a best seller. Plan and write a proposal to the local publisher in Baggsend. Fill in these blanks to help you plan.

Date: _____

To: _____

From: _____

Subject: _____

State your main point: _____

Explain your plan: (What are you writing a memoir about?)

- List three significant events in your memoir that will be guaranteed selling point s.
- When will you have it done?
- How much money would you like up front?
- How much upon completion? Etc.

Ask for approval:

Character Based Literacy Program Write Ahead

The Hobbit, Day 20

Name: _____

Date: _____

Read: Pg. 251, Writing Guidelines: Writing, Revising and Editing

Activity: using the space provided, write a rough draft of the memoir proposal you planned yesterday.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Now, Revise using this checklist:

_____ Does my proposal include enough details?

Did I state and organize my points effectively

Trade and check for effective words and sentences as well as spelling and punctuation. Make necessary changes.