

Write AHEAD page 99

Activity: Answer the questions below about descriptive paragraphs.

1. What is a descriptive paragraph?

Billy and I both looked behind us at the same time, just to be sure Grampa was really gone. My house stood silently peeking back at me through the trees, a square box painted dark green. It sat on stilt-legs, about four feet off the ground – stilts to keep the rats and bugs out. It was the only home I'd ever known, and I loved it. I loved its silver-painted corrugated iron roof, which slanted down into gutters that flowed into the round water tank in the back. It made nice sounds in the rain. The only water we had was what we caught off the roof. Not like Billy's house, where they had water pipes from the street, and a bathroom inside the house (6.)

2. In the paragraph above, underline the topic sentence.

3. List three details about Tomi's house:

- _____
- _____
- _____

4. Describe how Tomi's family gets its water.

5. How does Tomi's house compare to Billy's?

6. What other piece of information is interesting or useful in understanding Tomi's house?

7. Circle the closing sentence.

Write AHEAD page 99

Directions: Examine the description of the zoot suit on page 99 of your *Write AHEAD*. Then, use the space below to describe Grampa. Try to copy the format of the paragraph on zoot suits. Use an introduction. Instead of discussing his clothes, discuss his strange behavior and give examples of the weird things that he does. Start with the least strange. Use transition words. When you are done, write a good concluding sentence.

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Write AHEAD page 237

Activity: Answer the following questions about Writing Business Letters:

1. Name three types of workplace writing

- _____
- _____
- _____

2. Of the three you listed above, which is the most formal?

3. Name four reasons one might write a business letter

- _____
- _____
- _____
- _____

4. What's ahead in this chapter?

- _____
- _____
- _____
- _____
- _____

Write AHEAD page 238

Activity: On the lines below, explain in detail each part of a business letter. What should be included in each section?

1. Heading:

2. Inside Address:

3. Salutation:

4. Body:

5. Closing:

6. Signature:

Write AHEAD page 239

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?

3. What is the recipient's professional title?

4. Who is sending the letter?

5. What is the purpose of the letter?

6. What closing does Rosa use?

7. Why is that the most appropriate closing for her to use?

Write AHEAD page 240

Activity: Today, in your reading, Tomi continued to try to stay out of trouble with Keet. For your writing task today, you are going to pretend to be Tomi and write a Dear Abby letter seeking advice about how to handle Keet. Answer the following planning questions.

1. What is the Purpose of your letter? (What do you want?)

2. Who is your Reader? (What kind of person is she?)

3. What are the important details your reader must know in order to help you?

- _____
- _____
- _____
- _____
- _____

Write AHEAD page 241

Activity: Take out the letter you wrote to Dear Abby yesterday. Make at least two revisions (add a detail, and make something more clear), and write another draft below.

[illegible]

Finally, trade with a partner and edit each others' writing, checking for misspellings, misused words, and run-on sentences.

Write AHEAD page 242

Activity: Explain the procedures for writing a letter of complaint on the lines provided below.

Letter of Complaint: In a complaint letter, you discuss a problem that you need help solving.

- Identify the problem and possible causes. (You may have bought something that was damaged.)

- _____

- _____

- _____

Write AHEAD page 243

Activity: Answer the questions below about the letter of complaint on page 243.

1. Who is sending this letter?

2. Where is the sender from?

3. Who is the letter being sent to?

4. What is the name of the company being complained to?

5. What problem is being addressed in the letter?

6. What solution is suggested by the writer?

7. Do you think this letter will be successful? Why or why not?

Write AHEAD page 243

Activity: Today, you are going to pretend you are Tomi. In your writing task, you are going to write a letter to the people of Hawaii, complaining that you and your family have been mistreated. State the problem, explain the situation, and suggest a solution. Use the lines below as a pre-write for later today!

Dear People of Hawaii:

My problem is:

The following things have happened to my family:

- _____
- _____
- _____
- _____

A solution to this problem would be:

Closing sentence:

_____,

Tomi Nakaji

Write AHEAD pages 244

Activity: As Tomi, you need to contact the U.S. government to find out what has happened to your father. Use the information provided to address the envelope below. Be sure to capitalize everything and leave out all punctuation.

To: J. Edgar Hoover, Federal Bureau of Investigation, 100 Pennsylvania
Ave. Washington D.C.

From: Tomi Nakaji, 65 Waving Palm Ln. Oahu, HI 20001

Write AHEAD page 245

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

1. _____

2. _____

3. _____

Write AHEAD pages 246

Activity: Answer the following questions about the sample email message on page 246.

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?

4. Do you think this email will be successful? Why or why not?

Write AHEAD page 248

Activity: Pretend you are Tomi's father and have the ability to communicate via email with Tomi hiding outside the gate on Sand Island. Send him a brief note, in which you tell him to do three things. What should he do? Be sure to tell him he is brave and that you love him. Use the form below. Read it over. Revise it using the checklist.

[illegible]

Write AHEAD pages 248

Activity: Answer questions about the sample memo on page 248.

1. Who is the memo to?

2. Who is the memo from?

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

- _____
- _____
- _____

4. Pretend you are Mama, from *Under the Blood-Red Sun*. On the line below, write the draft of a memo to Tomi reminding him of three things you would like him to do for the family:

Heading: _____

Things to do:

- _____
- _____
- _____

Closing: _____

Activity: Look over the note you write yesterday when you pretended to be Mama. Revise it using the checklist below:

- What is one thing I could do to make it more clear and/or complete?

____ Are the details accurate?

- What is one detail I could add or improve? _____

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Write AHEAD page 248

Activity: Pretend you are the Head of Espionage Investigations for the FBI in Hawaii. Write a memo ordering the arrest of Mr. Nakaji using the format on page 248. Address it to Lt. Gofindem and Sgt. Badidea. This will serve as a rough draft for today's writing task.

Heading:

Order:

Charges:

Instructions for prisoner following successful arrest:

Write AHEAD page 250

Activity: Study the sample proposal on page 250. Then, pretend you are Tomi. Write a proposal for a peaceful settlement between you and Keet, using the format on page 250. The project is to maintain peace and cooperation between your families. There are things the two of you must agree to do and not do. What is your peace plan? Suggest a way that Keet might reply or signify to you that he accepts your proposal for peace. Address it to Keet Wilson. This will serve as a rough draft for today's writing task.

Heading:

Project Description:

Materials Needed:

Deadlines: (Three things required to maintain peace)

Outcome:

Write AHEAD page 251

Activity: Pretend you are Tomi. The war has ended, and you 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 Waikiki. 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 points. When will you have it done? How much money would you like up front? How much upon completion? Any other important points?) Continue on the back of this page, if necessary.

Ask for approval:

Write AHEAD page 251

Activity: Using the space provided below, 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 with a partner and check for effective words and sentences as well as spelling and punctuation. Make necessary changes.