

Character Based Literacy Program Write Ahead
Whirligig, Day 1

Name: _____

Date: _____

8. Bridge to a language building activity

Teach a Mini Lesson using *Write Ahead* page 99.

Read: 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

Whirligig, Day 2

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 99.

Read: Pg. 99, "Descriptive Paragraph"

Activity: Use the space below to describe Brent. Try copying the format of the paragraph on zoot suits. Use an Introduction. Think about his dress. Start at the top and move down. As you describe, think about the message he is trying to send through the clothes he has chosen. Then conclude.

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

Character Based Literacy Program Write Ahead
Whirligig, Day 3

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 237.

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
Whirligig, Day 4

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 238.

Read: Pg. 238

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
Whirligig, Day 5

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 239.

Read: Pg. 239

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

1. From what state is this letter being sent?

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?

Character Based Literacy Program Write Ahead
Whirligig, Day 6

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 240.

Read: Pg. 240

Activity: For your journal today, you are going pretend to be Miss Gill, the mediator, putting into writing the contract that Brent and Mrs. Zamora have agreed upon. Answer the following planning questions. What purpose will the letter serve? What important details should be included in the letter?

Purpose:

Reader:

Details:

Character Based Literacy Program Write Ahead
***Whirligig*, Day 7**

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 241.

Read: Pg. 241

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

Character Based Literacy Program Write Ahead

Whirligig, Day 8

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 240.

Read: Pg. 240, "Writing the First Draft"

Activity: Today, for your writing assignment, you are going to pretend you are the narrator from Miami. You will write a letter to your wife, Constanca, explaining how your outing to the Gulf Coast changed your outlook on life. Be sure to begin by stating the purpose of your letter to her. Use the middle to present the facts - what you did, where you went, who you met and what you saw. End by stating how this experience affected you and the changes you intend to make as a result. Remember, this is a rough draft. You will re-write it a bit later.

This image shows a single 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.

Character Based Literacy Program Write Ahead
Whirligig, Day 9

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 242.

Read: Pg. 242, "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.

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

- _____

- _____

Character Based Literacy Program Write Ahead
Whirligig, Day 10

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 243.

Read: Pg. 243, "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?

Date: _____

Activity: Today, you will pretend you are Tony, the boy from Washington. Write a letter of request to Brent. Explain that you are writing because you came into contact with the whirligig he made. Elaborate on how it affected you. Seek answers as to its purpose. Ask Brent if “Rest gives strength to activity” was its intended meaning. Close by thanking Brent for helping you and your mother to see things in a different way. Remember, this is a rough draft. You will re-write it a bit later.

[illegible]

Character Based Literacy Program Write Ahead
Whirligig, Day 12

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 244.

Read: Pg. 244, "Sending Your Letter"

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

To: Miss Gill, 1 Mediator Lane, Chicago, IL 60600

From: Brent Bishop, care of the Sand Dollar Café, 25 Main St., Beale Beach, FL 33601
(Be sure to capitalize everything and leave out all punctuation.)

Character Based Literacy Program Write Ahead
Whirligig, Day 13

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 245.

Read: Pg. 245, "Writing E-mail, Memos, and Proposals"

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

1. _____

2. _____

3. _____

Character Based Literacy Program Write Ahead
Whirligig, Day 14

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 246.

Read: Pg. 246, "Sample E-mail 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

Whirligig, Day 15

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 248.

Read: Pg. 248, "Sample E-mail Message"

Activity: Pretend you are Miss Gill and that you have the ability to send an e-mail to Brent in Florida. Send him a brief note, in which you congratulate him on his work so far. Remind him that he will not become fully human again until he truly understands the responsibility of everyone in society to help and be helped. Revise it, using the checklist.

To: _____

Subject: _____

SEND

Character Based Literacy Program Write Ahead
Whirligig, Day 16

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 248.

Read: Pg. 248, "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
Whirligig, Day 17

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 250.

Read: Pg. 250, "Sample Proposal"

Activity: Pretend you are Brent. While it hasn't happened yet, we know from a previous chapter that you installed your whirligig near the house on the bluff. Write a proposal to the gray-haired artist you met earlier, requesting permission to install it on her property. Explain what a whirligig is and why you have chosen to use found materials. Tell her when you plan to have the whirligig completed and when you would like to install it. Then explain the outcome - what you hope will be achieved over time by placing the whirligig in this location. Use the format provided on page 250 of *WriteAHEAD*.

Heading:

Project Description:

Materials needed:

Deadlines:

Outcome:

Closing:

Character Based Literacy Program Write Ahead
***Whirligig*, Day 18**

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 249.

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

Activity: Look at the proposal you wrote to the artist yesterday.

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
Whirligig, Day 19

Name: _____

Date: _____

Teach a Mini Lesson using *Write Ahead* page 251.

Read: Pg. 251, "Writing Guidelines: Proposals"

Activity: Pretend you are Brent. You have made it home to Chicago after a long summer of travel. 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 accompany your manuscript as you shop it to different publishers. Fill in these blanks to help you plan.

Date: _____

To: _____

From: _____

Subject: _____

State your main point:

Explain your plan: What is your memoir about? List three significant events in your memoir that will be guaranteed selling points. Tell what lessons you hope the readers will learn by reading it.

(continued on next page)

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.