**WORDSMITH CRAFTSMAN  
​SCOPE AND SEQUENCE**

The purpose of *Wordsmith Craftsman* is to prepare students for college and beyond, with an emphasis on writing and thinking skills that will be useful to them for the rest of their lives. The approach is a bit more structured and serious than the other two books, but still friendly and accessible. High school is the target grade level, but *Wordsmith Craftsman* can also serve as a complete college freshman composition course.  
  
  
**PART ONE: WRITING EVERY DAY**  
**Take a Note**  
How to make notes to yourself and organize your time  
**Study Notes and Outlines**  
The skill of note-taking and why it's important; taking notes from verbal and written sources; outlining  
**Personal Letters**  
General outlines for thank-you notes, keeping-in-touch letters (and e-mails), fan letters, letters of support and letters of apology; *do's*and *don't's* for each type  
**Business letters**  
Business letter etiquette and form; letters of complaint and request  
**Summaries**  
What summaries are and how they are used; how to write a summary  
**Business Reports**  
Writing in the business world, e.g. proposals, feasibility studies, market research; how to conceive, organize, and present a plan  
   
**PART TWO: LANGUAGE POWER**  
**Paragraphs**  
Basic principles of the paragraph; four paragraph types; eight models of paragraph organization  
**Writing Techniques That Really Work!**  
Using more and better verbs; preferring personal to impersonal forms; being specific; preferring active over passive; showing as preferred to telling; avoiding wordiness and clichés  
**Steps Toward a Personal Writing Style**  
Arranging words for emphasis; using transitional words and phrases; "loaded" words and selective detail; honesty in writing  
   
**PART THREE: THE ESSAY**  
**Introduction to Essays**  
Basic essay structure; how to brainstorm ideas to write about; determining an essay topic and defining a thesis  
**Writing the Essay, Step By Step**  
The writing process (think, organize, write, evaluate, rewrite)  
**The Descriptive Essay**  
Determining a focus; using sensory details  
**The Narrative Essay**  
Organizing events in sequence; keeping the focus; writing introductory paragraphs  
**The Expository Essay**  
Basic research and sources of information; using oral sources; using personal experience as an expository source (e.g., travel writing)  
**A Word About Research Papers**  
Two types of research papers; the most critical step: choosing a workable thesis (Note: *Wordsmith Craftsman* does not contain detailed information on how to write a research paper, but the material on research in the Expository section will give the student a head start in this area.)  
**The Critical Essay**  
What "criticism" is, in this context; positive and negative criteria for judging a work; pitfalls of review writing; the difference between a review and a critical essay.  
**The Art of Persuasion**  
Three types of assertions and how they are defended; the four elements of persuasion; how to organize an argument; determining common ground; the use and misuse of emotion; writing a strong conclusion  
**APPENDICES:** Forms for note-taking and summary-writing; answers to exercises; expanded Dewey decimal system; summaries of the steps in writing all five essay types; common fallacies of argument  
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