

<b>High-Performance Writing—Advanced Practical Writing</b>	<b>Lessons</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Analyzes a friendly letter	✓									
Identifies, defines, and uses semicolons correctly	✓									
Understands and exhibits appropriate audience behavior	✓									
Understands the structure and format of a friendly letter	✓	✓	✓							
Identifies, defines, and writes the heading for a friendly letter	✓	✓	✓							
Understands the correct way to write the date in the heading of a friendly letter	✓	✓	✓							
Identifies, defines, and writes the salutation, or greeting, for a friendly letter	✓	✓	✓							
Identifies, defines, and writes the body of a friendly letter	✓	✓	✓							
Identifies, defines, and writes the closing of a friendly letter	✓	✓	✓							
Identifies, defines, and writes the signature on a friendly letter	✓	✓	✓							
Indents paragraphs	✓	✓	✓		✓	✓	✓			
Identifies and defines simple sentences		✓								
Identifies and defines compound sentences	✓	✓	✓							
Identifies and uses conjunctions ( <i>and</i> , <i>but</i> , and <i>or</i> ) in compound sentences		✓	✓							
Identifies and defines the subject of a sentence		✓	✓							
Identifies and defines the predicate of a sentence		✓	✓							
Identifies and defines main clause		✓	✓			✓				
Works cooperatively		✓				✓				
Participates in brainstorming		✓	✓			✓	✓			
Uses a graphic organizer to plan a friendly letter		✓	✓							
Drafts a friendly letter		✓	✓							
Edits a friendly letter		✓		✓						
Varies the first words of sentences		✓		✓						
Identifies and defines complex sentences			✓							
Identifies and defines subordinate clauses			✓							
Understands the function of subordinating conjunctions			✓							
Uses correct capitalization and punctuation in the heading of a friendly letter		✓	✓							
Uses correct capitalization and punctuation in the salutation of a friendly letter		✓	✓							
Uses correct capitalization and punctuation in the closing of a friendly letter		✓	✓							
Replaces general words with specific words				✓						
Adds polite questions to the body of a friendly letter				✓						
Proofreads a friendly letter				✓						
Publishes a friendly letter				✓						
Presents a friendly letter				✓						
Understands the difference between informal and formal language					✓	✓	✓	✓		
Analyzes a business letter					✓					
Understands the structure and format of a business letter					✓	✓	✓			
Understands the difference between a friendly letter and a business letter					✓	✓	✓			
Understands, defines, and uses a <i>cc:</i> line in a business letter					✓	✓	✓			
Understands, defines, and writes a letter of complaint					✓	✓	✓			
Understands the correct way to write the heading in a business letter					✓	✓	✓			
Identifies, defines, and writes the inside address in a business letter					✓	✓	✓			
Identifies, defines, and writes a <i>Re:</i> line in a business letter					✓	✓	✓			

<b>High-Performance Writing—Advanced Practical Writing</b>	<b>Lessons</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Identifies, defines, and writes the salutation, or greeting, for a business letter					✓	✓	✓			
Identifies, defines, and writes the body of a business letter					✓	✓	✓			
Identifies, defines, and writes the closing of a business letter					✓	✓	✓			
Identifies, defines, and writes the signature on a business letter					✓	✓	✓			
Identifies, defines, and uses colons correctly in a business letter					✓	✓	✓			
Identifies, defines, and uses colons correctly to introduce a list						✓				
Uses a graphic organizer to plan a business letter						✓	✓			
States the problem clearly and concisely in a business letter of complaint						✓	✓			
Uses supporting facts and examples in a business letter of complaint						✓	✓			
Suggests solutions to the problem in a business letter of complaint						✓	✓			
States how the writer of a business letter of complaint may be reached						✓	✓			
Uses zip codes and state abbreviations in addresses in business letters						✓	✓			
Uses correct capitalization in the heading of a business letter						✓	✓	✓		
Drafts a business letter						✓	✓			
Edits a business letter						✓		✓		
Uses precise and compelling language						✓	✓	✓		
Eliminates irrelevant and repetitious information						✓	✓			
Uses correct capitalization in the names of schools, organizations, companies, and businesses						✓	✓			
Identifies and capitalizes names of languages, religions, ethnic groups, and nationalities								✓		
Uses formal language in a business letter								✓		
Proofreads a business letter								✓		
Publishes a business letter								✓		
Presents a business letter								✓		
Defines <i>verb</i> and identifies verbs, verb phrases, and participles									✓	✓
Analyzes directions									✓	
Identifies and uses a compass rose									✓	✓
Writes clear directions using direction words									✓	✓
Uses abbreviations for compass points (N, S, E, W, NE, NW, SE, SW)									✓	
Identifies the base form of verbs										✓
Identifies, forms, and uses infinitives										✓
Writes clear directions to a given location										✓
Participates in peer editing										✓