

Writing for Success Scope and Sequence

Advanced Letter Writing

Skills Taught

Lessons

	1	2	3	4	5	6	7	8	9
Knowing a resume is a summary of a person's education, personal skills, work and volunteer experience, achievements, and interests	✓	✓		✓					
Knowing a resume can be used as part of an application for a job or volunteer work	✓	✓		✓					
Knowing you can write a business letter to someone in a company, to your boss, to a customer, to someone you do not know	✓	✓					✓		
Knowing a business letter may contain a bulleted list of information rather than a list with commas because it is easier to read and quickly understand	✓	✓		✓	✓		✓		
Knowing most common bullets are dots, hyphens, squares, and circles	✓	✓		✓			✓		
Knowing bulleted lists use only the most important words, omitting little words such as and, the, with, and from	✓	✓		✓			✓		
Knowing that in a bulleted list, each item is indented five spaces and written on a new line	✓	✓		✓			✓		
Knowing you can put a sub-list under any item in a bulleted list by using a different style bullet and indenting again on the next line	✓	✓		✓			✓		
Knowing if you want to add a bulleted list to a list separated by commas, you can put the sub-list items in parentheses	✓	✓		✓			✓		
Knowing a hyphen is a short line that can be used to connect two words that combines the meaning of both words to make a new word	✓	✓							
Knowing a forward slash is a punctuation mark that looks like a slanted letter I and indicates or	✓								
Knowing an asterisk is a punctuation mark that looks like three tiny lines forming a star and placed at the top end of a word and used in pairs	✓								
Knowing the first asterisk indicates the reader should look for more information near the second asterisk which is often found at the bottom of the page with the extra information in smaller type	✓								
Using bulleted lists, forward slashes, hyphens, asterisks	✓			✓		✓			
Analyzing a sample resume collaboratively	✓								
Knowing a resume should not be longer than one page	✓	✓		✓					
Knowing when you write a resume you need to format (organize) it correctly	✓	✓		✓					
Knowing a resume always includes a heading at the top of the page that includes the writer's full name, address, contact information	✓	✓		✓					

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Using bold or a larger font will make the heading (most important part of the resume) stand out from the rest of the resume	✓	✓		✓					
Knowing every word in the street name in the heading should be capitalized	✓	✓		✓		✓		✓	✓
Knowing city and state names in the heading should be capitalized	✓	✓		✓		✓		✓	✓
Knowing street, city, and state names in the heading should be separated by commas	✓	✓		✓		✓		✓	✓
Knowing there is no comma between the state name and the zip code	✓	✓		✓		✓		✓	✓
Knowing contact information should include telephone number (including area code) and email address separated by a comma	✓	✓		✓				✓	✓
Knowing some resumes include a line separating the heading from the body	✓	✓		✓					
Knowing the body of a resume summarizes the writer's education, personal skills, work and volunteer experience, achievements, and interests	✓	✓		✓					
Knowing each of the important sections in a resume is formatted as a main section heading	✓	✓		✓					
Knowing main section headings in a resume appear in all capital letters and boldface type	✓	✓		✓					
Knowing the beginning of the resume body includes information on how, where, and when the writer was educated	✓	✓		✓					
Knowing to skip one line after each main section in a resume	✓	✓		✓					
Knowing a resume may include section subheadings, smaller more specific section headings, indented, boldface type, but not all capital letters	✓	✓		✓					
Knowing to use a hyphen to Present to indicate ongoing activities	✓			✓					
Knowing a resume often includes achievements such as awards, accomplishments, or important roles to help employers learn about the writer and activities they enjoy	✓	✓		✓					
Knowing the last part of a resume includes two character references (a person who knows the writer well and can say positive things about their work habits and attitude and has agreed to be a character reference)	✓	✓		✓					
Knowing good audience behavior includes listening attentively to the reader, sitting quietly, eyes on the reader, looking interested	✓					✓			✓
Knowing when you write a business letter of application, you start with a heading at the top left margin on the page	✓		✓		✓				
Knowing the first line of the heading is your street address with the street name capitalized	✓		✓		✓	✓	✓	✓	
Knowing the second line of the heading is the city, state, zip code with a comma between the city and state	✓		✓		✓	✓	✓	✓	
Knowing the heading skips one line and then includes the date with the month beginning with a capital letter	✓		✓		✓	✓	✓	✓	
Knowing to skip one line before writing the inside address	✓		✓		✓	✓	✓	✓	

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Knowing a business letter has an inside address that includes the personal title and full name, job title, and street address of the person to whom the letter is written	✓		✓		✓	✓	✓	✓	
Knowing if you don't know the name of the person the business letter is for, you use the name of the organization in the inside address	✓		✓		✓	✓	✓	✓	
Knowing to skip one line before the subject line	✓		✓		✓	✓	✓	✓	
Knowing the subject line tells what the business letter is about and begins with Re:	✓		✓		✓	✓	✓	✓	
Knowing to skip one line and write the salutation which begins with Dear followed by the name following Mr., Mrs., Ms, or personal title of the person to whom you are writing followed by a colon	✓		✓		✓	✓	✓	✓	
Knowing that if you don't know the name of title of the person to whom you are writing, you can use Dear Sir or Madam for the salutation followed by a colon	✓		✓		✓	✓	✓	✓	
Knowing to skip one line before beginning the first paragraph of the body of a business letter	✓		✓		✓	✓	✓	✓	
Knowing to skip one line before each new paragraph in a business letter (no indent, block paragraphing)	✓		✓		✓	✓	✓	✓	
Knowing to skip one line and use a closing such as Sincerely, Respectfully yours, or Yours truly in a business letter, ending with a comma	✓		✓		✓	✓	✓	✓	
Knowing to skip four lines after the closing to allow space to sign your name in cursive handwriting	✓		✓		✓	✓	✓	✓	
Knowing to skip one line after the handwritten signature in a business letter and print or type the signature for easy readability	✓		✓		✓	✓	✓	✓	
Knowing the printed or typed signature can be followed by an email address	✓		✓		✓	✓	✓	✓	
Knowing an application letter should get to the point quickly to respect the reader's time	✓		✓		✓				
Knowing it is important to sound interested and enthusiastic in an application letter	✓		✓		✓				
Knowing it is important the writer state specific reasons why they want the job in a business letter of application	✓		✓		✓				
Knowing to give facts and examples why the writer's work experience makes them a good choice for the job	✓		✓		✓				
Knowing to let the employer know the writer is available or interested in starting work	✓		✓		✓				
Knowing the last paragraph of a business letter should express appreciation for the reader's time	✓		✓		✓		✓	✓	
Knowing to use formal language in a resume or business letter with correct grammar, no contractions, and no slang words		✓	✓	✓	✓		✓		✓

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Knowing contractions are shortened words we use when talking with family and friends		✓	✓		✓		✓		✓
Knowing a business letter should sound respectful and polite		✓	✓		✓		✓		✓
Knowing slang is informal language you might use when talking with friends		✓	✓		✓		✓		✓
Analyzing paragraphs for slang and contractions		✓	✓				✓		✓
Knowing forms of formal and informal greetings		✓	✓				✓		✓
Planning and drafting a resume collaboratively		✓							
Brainstorming		✓	✓	✓			✓	✓	
Using a graphic organizer		✓	✓	✓	✓		✓	✓	
Knowing to show the year each job started and ended inside parentheses or if the job is ongoing, adding a hyphen after the start date and Present in a business letter of application		✓	✓	✓					
Editing a class written resume collaboratively		✓							
Knowing sentences should be complete so they make sense to the reader			✓		✓		✓		
Knowing to use a variety of sentence types and lengths in a business letter			✓		✓		✓		
Knowing all complete sentences have someone or something doing an action or in a state of being			✓		✓		✓		
Knowing a complete sentence must have a subject and predicate			✓		✓		✓		
Knowing the eight state of being verbs: is, am, are, was, were, be, being, been			✓		✓				✓
Knowing an incomplete sentence does not make sense to the reader because it is missing a part and cannot stand alone			✓		✓		✓		
Knowing a fragment is an incomplete sentence because it is missing a subject or predicate and cannot stand alone			✓		✓		✓		
Knowing a subordinate clause is an incomplete sentence because it has a subject and a predicate but doesn't express a complete thought and cannot stand alone			✓		✓		✓		
Knowing a subordinate clause begins with a subordinating conjunction such as after, because, when, since			✓		✓		✓		
Knowing a subordinate clause gives extra information about who, how, why, or when			✓		✓		✓		
Knowing a simple sentence contains a subject and a predicate, makes sense to the reader, and can stand alone			✓		✓		✓		
Knowing a compound sentence is two joined simple sentences that has two subjects and two predicates, makes sense to the reader, and is a complete sentence			✓		✓		✓		
Knowing two simple sentences with a related idea can be connected with a semicolon or a coordinating conjunction to form a compound sentence			✓				✓		

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Knowing there are seven coordinating conjunctions: and, but, or, nor, for, so, yet			✓				✓		
Knowing a complex sentence has a subject and a predicate and one or more subordinate clauses joined by a subordinating conjunction			✓				✓		
Knowing a subordinate clause may have a subject and a predicate but does not make sense by itself and cannot stand alone			✓				✓		
Planning and drafting a business letter of application collaboratively			✓						
Knowing the opening sentence of a business letter of application should state the main purpose for writing the letter			✓						
Editing a business letter of application collaboratively			✓						
Using precise words to make meaning clearer				✓	✓		✓		✓
Knowing persuasive language helps convince the reader of an application letter that the writer's ideas are important				✓	✓				
Knowing persuasive language can be positive (healthy, reliable, safe, fair) or negative (toxic, dangerous, dissatisfied, unfair)				✓	✓		✓		✓
Planning and drafting an independently written personal resume				✓					
Remembering to separate a character reference's name from their job title with a comma				✓					
Editing an independently written personal resume				✓					
Proofreading an independently written personal resume with a partner				✓					
Knowing that editing is changing words and ideas to make them clearer to readers				✓	✓		✓	✓	
Knowing proofreading is checking capitalization, punctuation, grammar and usage, and standard spelling				✓	✓	✓	✓		✓
Publishing an independently written personal resume				✓					
Using proofreading marks				✓	✓	✓	✓	✓	✓
Using an add-in sheet				✓					✓
Presenting an independently written personal resume				✓					
Evaluating using a rubric				✓	✓				✓
Knowing one way to make business letters shorter and clearer is by eliminating unnecessary words					✓		✓		✓
Knowing one way to make business letters shorter and clearer is by cutting out ideas that are obvious					✓		✓		✓
Knowing one way to make business letters shorter and clearer is by using one strong word in place of two or more weaker words					✓		✓		✓
Planning and drafting an independently written business letter of application					✓				

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Knowing when you write a business letter of application, you include your resume in the same envelope					✓				
Knowing persuasive language often uses time words to urge readers to act quickly					✓		✓		✓
Editing an independently written business letter of application					✓				
Proofreading an independently written business letter of application with a partner					✓				
Publishing an independently written business letter of application					✓				
Presenting an independently written business letter of application					✓				
Knowing names of specific people are proper nouns and that they should be capitalized						✓	✓		
Knowing job titles and abbreviations of job titles that accompany proper nouns should also be capitalized						✓			
Knowing the personal pronoun I is always capitalized						✓			
Knowing the names of specific places are proper nouns and that they should be capitalized						✓			
Knowing titles of specific creative productions such as movies, books, magazines, newspapers, songs, poems, and works of art are proper nouns and that the first and last words, verbs, and important middle words of the titles should be capitalized but little words (of, to, the, etc.) are not capitalized						✓			
Knowing the names of continents, countries, states, and provinces are capitalized						✓	✓	✓	
Knowing the names of languages, nationalities, cultures, and religions are capitalized						✓			
Knowing the first word in a salutation or closing of a letter is capitalized						✓	✓	✓	✓
Analyzing a business letter of complaint collaboratively						✓			
Knowing a business letter of complaint is written to explain a problem						✓	✓	✓	
Knowing the body of a business letter of complaint gives details about the complaint and offers one or more possible solutions						✓	✓	✓	
Knowing the body of an effective business letter of complaint should begin with a positive comment about the organization or service						✓	✓	✓	
Knowing a business letter of complaint should get to the point quickly so as not to waste the reader's time						✓	✓	✓	
Knowing it is important for a business letter of complaint to present specific reasons, facts, and examples about the complaint						✓	✓	✓	
Knowing an effective business letter of complaint should use persuasive language that compels the reader to act on the request						✓	✓	✓	✓

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Knowing the body of a business letter of complaint should end with a statement of appreciation for the reader's time and attention to the complaint						✓	✓	✓	
Using a chart of rules for capitalization						✓	✓	✓	
Knowing a street type (Ave., St., Rd., etc.) should be capitalized and may be abbreviated when added to a street name							✓	✓	
Knowing an abbreviation is a shortened form of a word that usually ends with a period							✓	✓	
Knowing the abbreviations for common forms of address, street types, and state postal codes							✓	✓	
Referencing a list of state postal abbreviations							✓	✓	
Planning and drafting a business letter of complaint collaboratively							✓	✓	
Editing a business letter of complaint collaboratively							✓	✓	
Knowing to use a variety of words to begin sentences in a business letter of complaint							✓	✓	
Writing a final copy of a collaboratively written business letter of complaint							✓	✓	
Knowing how to properly address an envelope for a business letter								✓	
Knowing an envelope should have a return address written in the top left corner so that if it can't be delivered, it will be returned to the sender								✓	
Knowing an envelope needs a mailing address to show where it should be delivered								✓	
Knowing the mailing address should be written in the center of the envelope								✓	
Knowing the envelope containing a letter needs correct postage to be delivered to its destination								✓	
Planning and drafting a business letter of complaint independently								✓	
Knowing using different kinds of action verbs can make your writing more interesting								✓	
Knowing verbs can be written to show the action or state of being was in the past, present, or future (tense)									✓
Knowing it is important for writers to use consistent verb tense throughout one piece of writing and that the first verb sets the tense									✓
Knowing to use a dictionary to find the correct tenses for verbs									✓
Editing an independently written business letter of complaint with a partner									✓
Proofreading an independently written business letter of complaint with a partner									✓
Publishing an independently written business letter of complaint									✓
Presenting an independently written business letter of complaint									✓