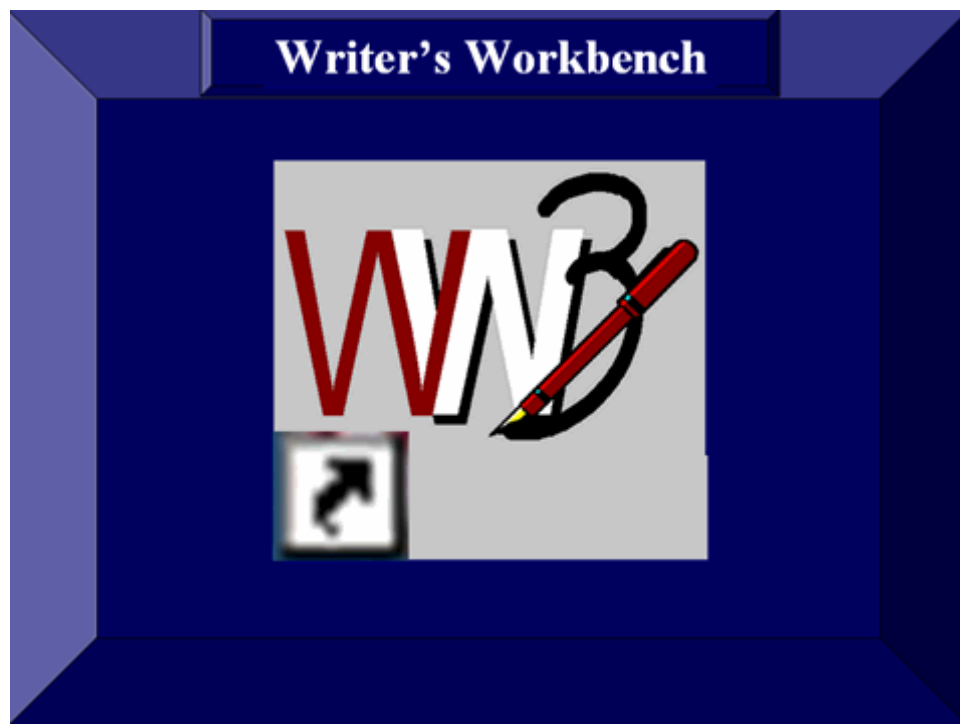


A Three-Step Faculty Guide



To Writer's Workbench

www.writersworkbench.com *** 888-366-8326

<http://www.emo.com/documentation/WWBFacultyGuide-ThreeStepVersion.pdf>

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1

The First Step in Meeting Writer's Workbench

Note: "The First Step in Meeting Writer's Workbench" will take about 1 hour.

1. Click on or visit www.writersworkbench.com .
2. Click on the gold "View our new Video Tutorials" Button.
3. Fill out the short form. Then, click on "View Tutorials."
4. If you are not familiar with Flash files, click on the first item on the Quick-Start menu.

Quick-Start introduction to using *Writer's Workbench*

[View this tutorial if you are not familiar with using Flash files](#)
[The Writer's Workbench Tutorial Tutorial \(3.0MB, 2:10\)](#)

↑ Play, Pause, Stop, Scroll, Rewind, Fast Forward, About, Time

[The Writer's Workbench Toolbar Buttons \(6.5 MB, 3:16\)](#)

WB Analysis Programs | STEPS | ABC Th WC | H R ? FindNext <Doc-Analysis> | WordUse ?

[The Writer's Workbench Analysis Toolbar and the Diction Analysis \(8.7 MB, 5:27\)](#)

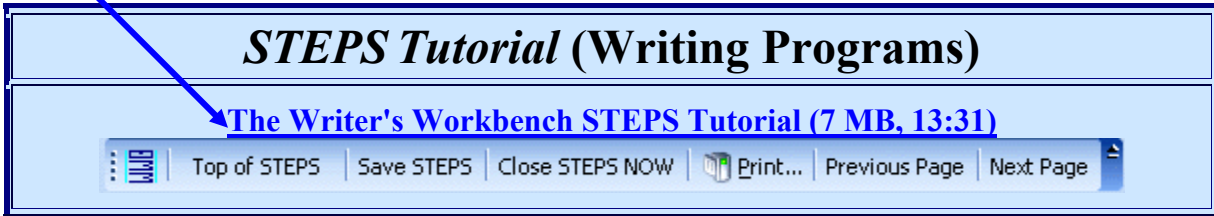
WB WordSearch <Doc-Analysis> | MoreInfo WordUse | Close Analysis! ?

5. If you are comfortable using Flash files or if you have completed the tutorial on Flash files, click on the second item.
6. When the tutorial is loaded, click on the **Play** Button.
You may use the other Buttons to control the tutorial.
7. Whenever you finish a tutorial, close it by clicking on the **Windows Close** (✖ or 🗑) Button in the top-right corner of that tutorial window..
8. Then, click on the third tutorial.
9. When you finish the tutorial, click on the Windows Close Button.

Whenever you need to stop and to return later, go to Step 18. Reenter by starting at Step 1.

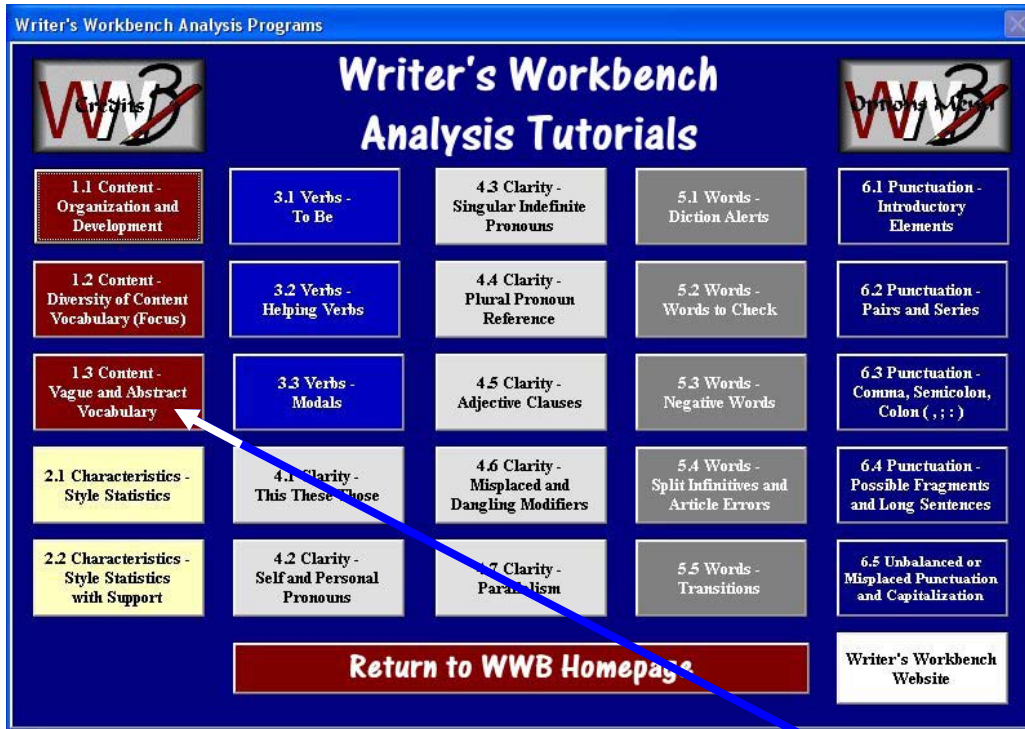
10. Scroll down to the "Writer's Workbench **STEPS** Tutorial" screen. (See next page.)

11. Click on



12. When you complete the tutorial, click on the Windows Close Button.

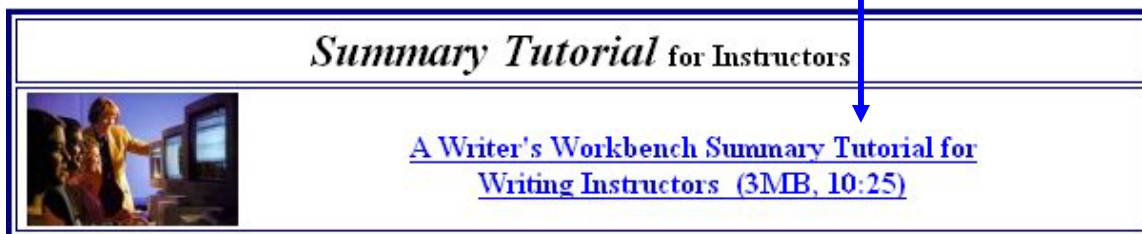
13. Scroll down to the Writer's Workbench Analysis Tutorials Screen



14. Click on the **Content: Vague and Abstract Vocabulary** Button.

15. When you complete the tutorial, click on the Windows Close Button.

16. Scroll up to the **Summary Tutorial Button** and click on it.



17. After viewing the tutorial, click on the Windows Close Button.

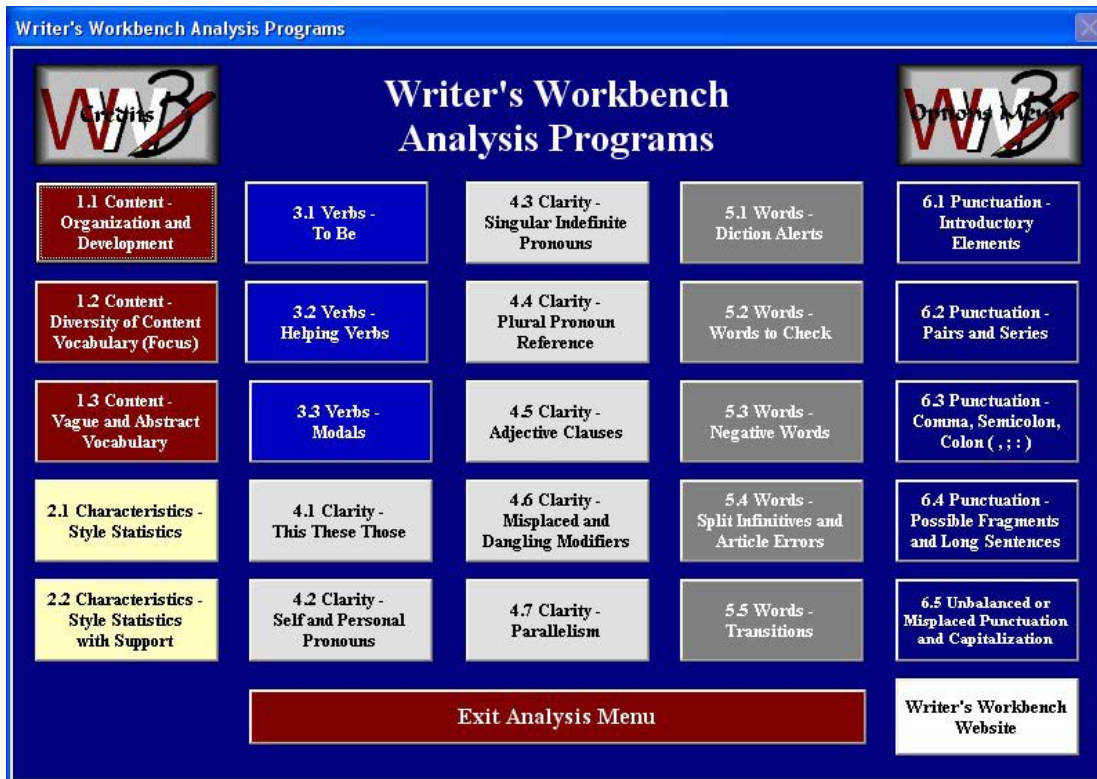
18. Scroll down to the end of the site, and click on the **Tutorial Feedback** Button.

2

The Second Step in Getting To Know Writer's Workbench

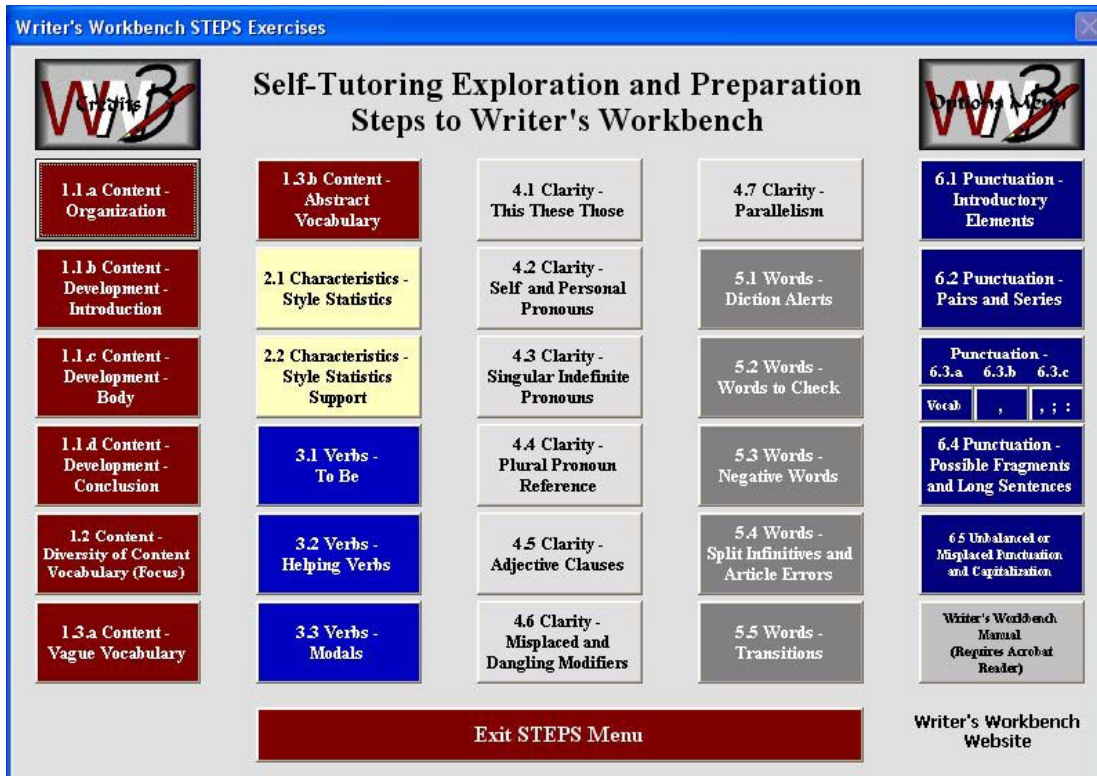
- Place a check on the Analysis and STEPS programs that relate to your class objectives.

Writer's Workbench Analysis Programs



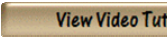
The interface for the Writer's Workbench Analysis Programs is a grid of 25 buttons. The top row contains buttons for 1.1 Content - Organization and Development, 3.1 Verbs - To Be, 4.3 Clarity - Singular Indefinite Pronouns, 5.1 Words - Diction Alerts, and 6.1 Punctuation - Introductory Elements. The second row contains 1.2 Content - Diversity of Content Vocabulary (Focus), 3.2 Verbs - Helping Verbs, 4.4 Clarity - Plural Pronoun Reference, 5.2 Words - Words to Check, and 6.2 Punctuation - Pairs and Series. The third row contains 1.3 Content - Vague and Abstract Vocabulary, 3.3 Verbs - Modals, 4.5 Clarity - Adjective Clauses, 5.3 Words - Negative Words, and 6.3 Punctuation - Comma, Semicolon, Colon (, ; :). The fourth row contains 2.1 Characteristics - Style Statistics, 4.1 Clarity - This These Those, 4.6 Clarity - Misplaced and Dangling Modifiers, 5.4 Words - Split Infinitives and Article Errors, and 6.4 Punctuation - Possible Fragments and Long Sentences. The fifth row contains 2.2 Characteristics - Style Statistics with Support, 4.2 Clarity - Self and Personal Pronouns, 4.7 Clarity - Parallelism, 5.5 Words - Transitions, and 6.5 Unbalanced or Misplaced Punctuation and Capitalization. At the bottom, there is a red 'Exit Analysis Menu' button and a 'Writer's Workbench Website' button.

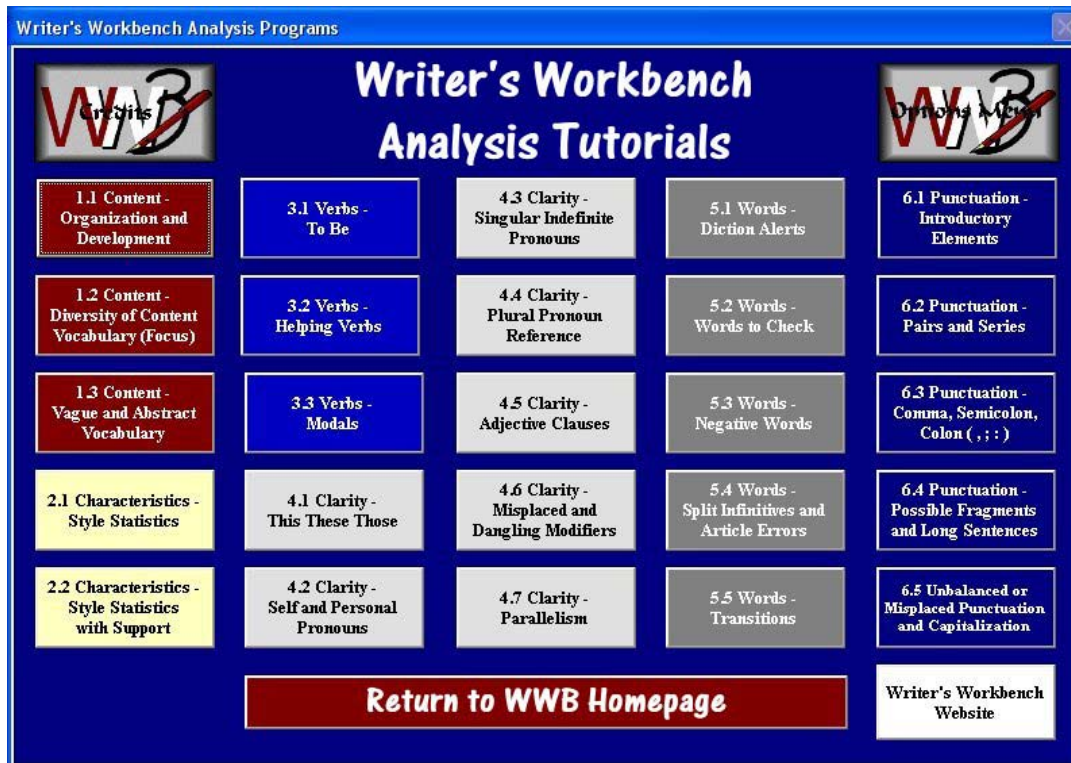
Writer's Workbench STEPS Exercises



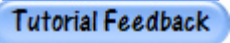


The interface for the Writer's Workbench STEPS Exercises is a grid of 25 buttons. The top row contains buttons for 1.1.a Content - Organization, 1.3.b Content - Abstract Vocabulary, 4.1 Clarity - This These Those, 4.7 Clarity - Parallelism, and 6.1 Punctuation - Introductory Elements. The second row contains 1.1.b Content - Development - Introduction, 2.1 Characteristics - Style Statistics, 4.2 Clarity - Self and Personal Pronouns, 5.1 Words - Diction Alerts, and 6.2 Punctuation - Pairs and Series. The third row contains 1.1.c Content - Development - Body, 2.2 Characteristics - Style Statistics Support, 4.3 Clarity - Singular Indefinite Pronouns, 5.2 Words - Words to Check, and a section for Punctuation - 6.3.a 6.3.b 6.3.c with a 'Vocab' button and a list of punctuation marks: , ; :. The fourth row contains 1.1.d Content - Development - Conclusion, 3.1 Verbs - To Be, 4.4 Clarity - Plural Pronoun Reference, 5.3 Words - Negative Words, and 6.4 Punctuation - Possible Fragments and Long Sentences. The fifth row contains 1.2 Content - Diversity of Content Vocabulary (Focus), 3.2 Verbs - Helping Verbs, 4.5 Clarity - Adjective Clauses, 5.4 Words - Split Infinitives and Article Errors, and 6.5 Unbalanced or Misplaced Punctuation and Capitalization. The sixth row contains 1.3.a Content - Vague Vocabulary, 3.3 Verbs - Modals, 4.6 Clarity - Misplaced and Dangling Modifiers, 5.5 Words - Transitions, and a 'Writer's Workbench Manual (Requires Acrobat Reader)' button. At the bottom, there is a red 'Exit STEPS Menu' button and a 'Writer's Workbench Website' button.



- If you have the WWB Video Tutorials installed on your computer, click on the (WWB Tutorials) button on your desktop and skip to #5 - OR -
- Click on or visit www.writersworkbench.com and click on the gold  button.
- Fill out the short form. Then, click on "View Tutorials."
- Scroll down to the **Writer's Workbench Analysis Tutorials** Screen.



- Click on an analysis that you checked on your previous page, Page 3.
- When you have finished the tutorial, close it by clicking on the Windows Close ( or ) Button in the top-right corner of that tutorial window.
- Run as many Analysis Tutorials that you checked on Page 12 as you have time for.
- You have, in the last section, run the only STEPS Tutorial. Only one STEPS tutorial is provided because tutorials cannot include the student interaction that is such an essential part of the effectiveness of the STEPS programs.
- When you have finished the tutorials, scroll down to  and share your comments.

- Go to Page 5 to learn about integrating Writer's Workbench into your lesson plans. -

11. Consider the ways that you might integrate the various STEPS programs and Analyses into your class plans.
- You might use the STEPS programs to introduce a subject, to follow up on a class lecture or discussion, or as a review.
 - You might use a program on a computer projector, or you might have the student work through the program and print it on the computer.
 - You might have pairs of students work on a STEPS program; if you do, be sure that they print two copies. These printed copies can be placed in a binder to serve as a handbook for your class and future classes.
12. This chart suggests ways that the To Be programs might be integrated into lessons plans.

One way to integrate “To Be”	Second way to integrate “To Be”
First Class Period	First Class Period
1. Help memorize “to be” verbs	1. Use a computer projector to lead the class through STEPS-Verbs-To BE
2. Compare to stronger verbs	2. Use a computer projector to show the “to be” tutorial
3. Show examples of active and passive verbs	3. Ask students to write answers to a series of questions over the material covered in 1 and 2
4. Use a computer projector to show the “to be” tutorial	4. Discuss answers to questions and collect students’ papers.
5. Assign STEPS-Verbs-To BE Bring printouts to class	5. Assign STEPS-Verbs-To BE Bring printouts to class
Second Class Period	Second Class Period
1. Discuss printouts of STEPS-Verbs-To BE; and, then, hand in.	1. Discuss printouts of STEPS-Verbs-To BE; and, then, hand in.
2. Ask students to write answers to a series of questions over the material covered in STEPS-Verbs-To BE and in the “to be” tutorial	2. With students in small groups, show a paragraph (or hand out a paragraph) and ask each group to rewrite the paragraph to eliminate “to be” verbs.
3. Discuss answers to questions and collect students’ papers.	3. Discuss revisions that groups made to eliminate “to be” verbs.
Third Class Period	Third Class Period
1. Hand back students’ papers	1. Review “to be” verbs
2. With students in small groups, hand out a paragraph and ask each group to rewrite the paragraph to eliminate “to be” verbs.	2. Compare sentences that include “to be” verbs to revisions that do not include “to be” verbs.
3. Discuss revisions that groups made to eliminate “to be” verbs.	3. Review rules and examples of active and passive verbs.
Test: Given paragraph and analysis, rewrite to eliminate “to be” verbs.	Test: Describe this room in at least 150 words (avoid “to be” verbs).

3

The Third Step in Getting To Know Whatever You Want To Know About Writer's Workbench

Whenever you have questions, email your question(s) to the following email address.
Email your question to wwbinfo@emo.com

Example of a question that you might have-

What is included in the Vocab STEPS program under Punctuation?


You will receive an answer as complete as the following answer.

The STEPS program "Vocab" under "Punctuation" is a program that serves as an effective base for the other STEPS programs under "Punctuation" and for many of the analyses because it covers the following vocabulary:

Sentence, Clause, Kinds of clauses, Kinds of dependent clauses, Adverbial clause, Subordinate conjunctions, Adjective clause, Relative pronouns, Antecedent, Kinds of adjective clauses, Restrictive, Non-restrictive, Phrase, Coordinate conjunctions, Series, Comma, Colon, Semicolon

Two pages from that STEPS program are shown here and on the next page...

<p>2. Let's begin with the term that identifies the grammatical unit that may include all of the other terms.</p> <p style="text-align: center;">Sentence</p> <p>Every English sentence, when spoken, has one of the two following sound patterns.</p> <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"><p>I love you. <u>All statements and questions other than yes-and-no questions</u></p></div><div style="text-align: center;"><p>Do you love me? <u>All yes-and-no questions</u></p></div></div>	<p>2. Direction: Type an X in the [] before each group of words that is a sentence. Listen for the sound pattern. Note: One sentence includes two sentences. Listen for two sentence sound patterns.</p> <p><input type="checkbox"/> My birthday is Monday.</p> <p><input type="checkbox"/> This Monday is a very inconvenient time for a party.</p> <p><input type="checkbox"/> Would you have time on Friday?</p> <p><input type="checkbox"/> Although I come.</p> <p><input type="checkbox"/> In the morning of the third day of the week.</p> <p><input type="checkbox"/> Yes, I will come; but I cannot stay.</p> <p><input type="checkbox"/> Which makes me happy.</p> <p><input type="checkbox"/> What makes you happy?</p> <p><input type="checkbox"/> Vacationing with my family makes me happy because we have fun.</p> <p><input type="checkbox"/> Stop!</p> <p>Check your answers by reading each item aloud.</p> <p>Did you find the seven sentences with one of those sentences made up of two sentences?</p> <p>Click <Next Page> button.</p>	<p>WLB</p> <p>Top of STEPS</p> <p>Save STEPS</p> <p>Close STEPS NOW</p> <p>Print...</p> <p>Previous Page</p> <p>Next</p> <p>Next Steps Section</p>
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<p>Answers to 2.</p> <p><input checked="" type="checkbox"/> My birthday is Monday. <input checked="" type="checkbox"/> This Monday is a very inconvenient time for a party. <input checked="" type="checkbox"/> Would you have time on Friday? <input type="checkbox"/> Although I come. <input type="checkbox"/> In the morning of the third day of the week. <input checked="" type="checkbox"/> Yes, I will come; but I cannot stay. (Two sentences) <input type="checkbox"/> Which makes me happy? <input checked="" type="checkbox"/> What makes you happy? <input checked="" type="checkbox"/> Vacationing with my family makes me happy because we have fun. <input checked="" type="checkbox"/> Stop!</p> <p>3. A Sentence is made up of at least one Clause.</p> <p>A Clause is word or word group that includes a subject and a verb.</p> <p style="text-align: center;"><u>I love you.</u></p> <p>Subject → ← Verb</p> <p>You ask, "How can one word include a subject and a verb?"</p>  <p>YOU Stop! A one-word command always has an understood "you" (a ghost) as the subject.</p> <p style="text-align: center;">if <u>I love you</u> = A Clause</p> <p>Subject → ← Verb</p>	<p>3. Instruction--</p> <p>a. Always look for the verb first.</p> <p>Verbs are words that, when said in both of the following frames, sound sensible to a native speaker of English.</p> <p style="text-align: center;">to _____ is _____ ing</p> <p>Example: to <u>sing</u> is <u>singing</u></p> <p>A verb phrase may, also, include helping verbs, such as <i>is, will, may, should, have</i></p> <p>b. The subject will come before the verb except in two cases.</p> <ol style="list-style-type: none"> 1. When the clause begins with <i>here</i> or <i>there</i>, the subject will follow the verb. 2. When the sentence is a question, the subject may split the verb. <p>Direction-- Type an X in the [] before clauses.</p> <p><input type="checkbox"/> 1. I enjoy my English class. <input type="checkbox"/> 2. Every class period, my instructor with words so funny. <input type="checkbox"/> 3. Have you eaten your lunch? <input type="checkbox"/> 4. Even if Tom earns \$100. <input type="checkbox"/> 5. Help! <input type="checkbox"/> 6. My day will start at 5:00 a.m. tomorrow. <input type="checkbox"/> 7. Singing in the shower. <input type="checkbox"/> 8. There are apples on the kitchen counter. <input type="checkbox"/> 9. Of all the people in this world with brown hair.</p> <p style="text-align: right;">Click <Next Page> button.</p>
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You might wonder about how you can orient students to working in and with Writer’s Workbench.

An Orientation for Students is available that will center on students using four of the tutorials. You may have that Orientation to copy for your students by emailing wwbinfo@emo.com.

Your students will heighten their writing skills and their class, state, SAT, and ACT sentence structure and writing test scores as a result of their work with Writer’s Workbench.

