

## Review Sheet for Conclusion Exam

- I. Revision plan
  - a. Brainstorm
  - b. Create a plan
  - c. Write first draft
  - d. Revise
  - e. Write final draft
  - f. must include a controlling statement and support of the controlling statement
  - g. your intention should be to improve your paper
- II. Purpose of editing
  - a. improve your writing
  - b. turn a first draft into a polished, publishable piece
  - c. to locate errors and weak errors that should be improved
- III. Controlling or thesis statement
  - a. they are the same
  - b. states the essay's purpose
- IV. Supporting statements
  - a. help prove controlling statement
  - b. elaborate or explain or give more information or details on main idea
  - c. provide support for most of your paper
- V. Transition words or phrases
  - a. Transition words or phrases help ideas in your essay flow smoothly from one to another
  - b. essay ideas must flow smoothly and logically
- VI. Introduction
  - a. tells reader what they will be reading about
  - b. should start off with a hook – something that gets the reader's attention and introduce your topic
  - c. last sentence should contain the controlling or thesis statement
- VII. Conclusion
  - a. similar to a summary

- b. tells reader what they just read about
  - c. should re-state controlling or thesis statement and main points of the essay
  - d. should leave reader something to think about
- VIII. Read your essay
- a. You should read it
  - b. You should ask a friend, teacher, or parent to read it also
- IX. Spell and grammar check
- a. tab in Microsoft Word
  - b. checked manually
  - c. correct all mistakes
- X. Active vs. Passive Voice
- a. Passive voice – easiest way to find passive voice is to look for a form of “to be” followed by a past participle (Ex. am, is, are, was, were, have, has, and had been). A past participle is the past tense of the verb usually ending in –ed or –en.
  - b. Passive voice weakens your writing.
- XI. Strong Word Choices
- a. use action-oriented verbs
  - b. avoid “is”
  - c. use interesting words
  - d. replace boring or repetitive words
  - e. use a thesaurus – one is available in Microsoft Word