

# *The Writer's Handbook*

A Resource Guide for Authors



Developed by Teachers  
Office of Language Arts  
Gwinnett County Public Schools

Stock Control # 94121

Gwinnett County Public Schools

### Sensory Words

HEARING	SIGHT	SMELL
bang	awkward	acrid
crash	drab	gaseous
earsplitting	dull	minty
inaudible	flash	pungent
melodious	healthy	putrid
pandemonium	padded	rancid
rasp	pale	reeking
shout	portly	savory
twitter	proportioned	stagnant
whine	rotund	stale
whistle	shapeless	
	sturdy	
	translucent	

TASTE	TOUCH
alkaline	arid
bland	feathery
bittersweet	lukewarm
hearty	oily
medicinal	rough
ripe	scalding
rotten	silky
sour	steamy
spicy	tender
tangy	tepid

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Portions of this handbook were compiled using information located at [www.gadoe.org](http://www.gadoe.org).

### Color Me Happy

BROWN	PURPLE	RED	WHITE	YELLOW	BLUE
almond	fuchsia	crimson	cream	buff	aqua
chocolate	lavender	currant	ivory	butter	delft
cinnamon	lilac	flame	marble	buttercup	peacock
coffee	magenta	raspberry	milky	canary	sapphire
	mauve	rose	oyster	citron	topaz
	orchid	strawberry	pearl	lemon	turquoise
	pansy	tomato	platinum	straw	
	plum	vermilion	silver		
			snowy		

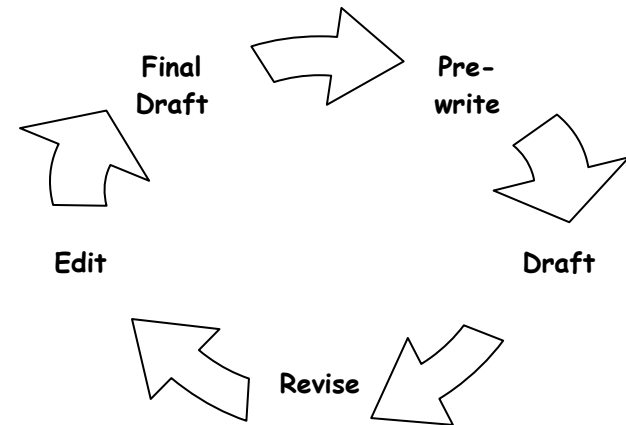
### More Color Words

GRAY	GREEN	ORANGE
ash	celery	persimmon
dove	mint	tangerine
steel		

### Words to Describe Characters

active	courageous	ignorant	rough
adventurous	cowardly	jealous	serious
alert	daring	lazy	silly
ambitious	darling	lonely	spoiled
angry	demanding	messy	talented
arrogant	determined	miserable	thoughtful
bold	easygoing	naughty	tough
brainy	energetic	nervous	trustworthy
brave	foolish	noisy	understanding
brilliant	friendly	obedient	unhappy
careless	funny	picky	wicked
cautious	gentle	popular	wise
charming	graceful	polite	worried
clumsy	greedy	reasonable	young
confident	grouchy	rowdy	zany

### The Writing Process



### The Domains

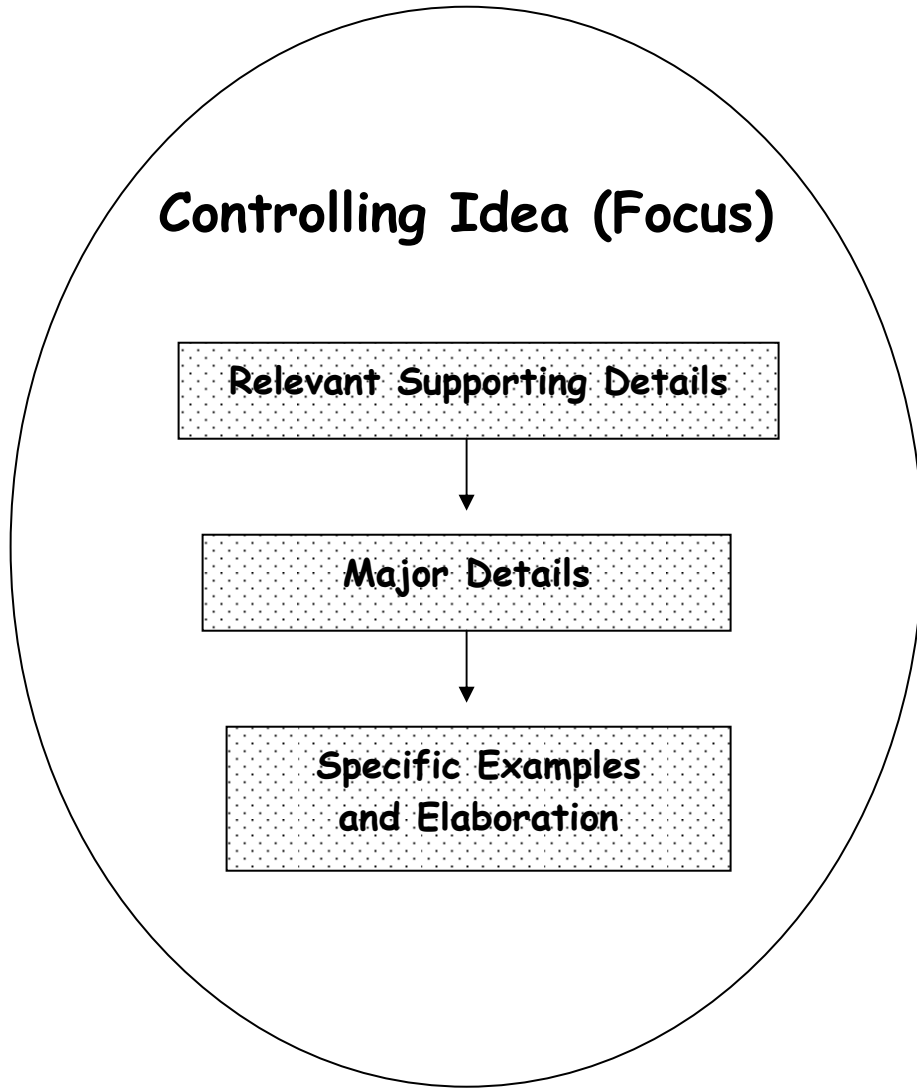
**Ideas-** Your writing has a controlling focus supported by main ideas with details and examples.

**Organization-** Your writing has a clear order and structure.

**Style-** Your writing engages the reader. It is interesting to read.

**Conventions-** Your writing has clear sentences with correct grammar, punctuation, capitalization, and spelling.

## Depth of Development: The Key to Ideas



### Helping Verbs

am	could	have	should
are	did	is	was
be	do	may	were
been	does	might	will
being	had	must	would
can	has	shall	

### Action Verbs

ache	dance	hiss	plop	sway
add	dare	hoot	ponder	thump
analyze	dazzle	invite	pounce	thunder
babble	dribble	inspire	pound	twinkle
bash	drift	jerk	rattle	urge
batter	drill	kick	reflect	usher
beam	endow	kiss	regret	usurp
beep	engulf	lay	review	utter
bicker	entertain	leap	roar	vacate
blare	envy	light	rumble	vandalize
blind	excite	loan	scold	vanquish
blink	flail	mock	sculpt	veto
blister	flitter	moan	shimmer	wail
bubble	float	mumble	shriek	weave
cackle	fume	munch	sizzle	weed
chant	glide	nail	slosh	wheeze
compute	glisten	nick	soar	whisk
creep	grind	obstruct	sparkle	whirl
croon	groan	order	sprinkle	yank
crown	hate	pile	squawk	yield

### Substitutes for "very"

bitterly	infinitely	severely
chiefly	intensely	shockingly
especially	mightily	surely
exceedingly	powerfully	unusually
immeasurably	richly	

### Dead Words

a lot	good	nice	well
fine	got	sad	when
fun	happy	so	would
get	just	then	
glad	lots	very	

### Prepositions

about	behind	from	past
above	below	in	since
across	beneath	inside	to
after	beside	into	toward
against	beyond	near	under
along	by	of	until
among	down	off	upon
around	during	on	with
at	except	out	within
before	for	over	without

### Linking Verbs

am	been	is	stays
appears	being	remains	tastes
are	continues	seems	turns
be	feels	smells	was
becomes	grows	sounds	were

### Example of Depth of Development

**Controlling idea:** Our family should definitely choose a snake as a pet.

Supporting Idea

Major Details

Specific Details, Examples, and Elaboration

**Snakes are the coolest animals in the world. They are awesome eaters. They can swallow animals three times their size. I once saw a show on the National Geographic channel. It showed how this rabbit was sitting on a rock and all of a sudden, a big snake shot out of its hiding place, grabbed the helpless rabbit with its sharp fangs, and started to devour it. That was neat! They also have these cool features. Their fangs are like needles that shoot out venom. Scientists can even milk the snakes to get venom and make medicine to use when people are bitten. Also, once a snake has eaten, it can go for days or even weeks before it needs to eat again. If my family had a pet snake, I could take care of it. It doesn't have to be fed every day, and usually just lies around sleeping.**

## The Writing Checklist

### Prepare Yourself to Write

- Brainstorm for ideas.
- Consider how to address your audience.
- Decide what ideas to include and how to organize them.
- Write only in English.

### Make Your Paper Meaningful

- Use your knowledge and/or personal experiences that are related to the topic.
- Express a clear point of view.
- Include specific details and examples.
- Organize your ideas in a clear and logical order.
- Stay on topic.

### Make Your Paper Interesting to Read

- Use details that would interest your audience.
- Use appropriate voice that shows your interest in the topic.
- Use precise, descriptive, vivid words.
- Vary the type, structure, and length of your sentences.
- Use effective transitions.

### Edit and Revise Your Paper

- Consider rearranging your ideas and changing words to make your paper better.
- Add additional information or details to make your paper complete.
- Proofread your paper for usage, punctuation, capitalization, and spelling.

## Synonyms for "said"

acknowledged	demurred	mimicked	returned
acquiesced	denied	moaned	revealed
added	denounced	mumbled	roared
addressed	described	murmured	ruled
admitted	dictated	mused	sanctioned
admonished	directed	muttered	scoffed
advised	disclosed	nagged	scolded
advocated	disrupted	narrated	screamed
affirmed	divulged	noted	shouted
agreed	drawled	notified	shrieked
alleged	droned	objected	snapped
allowed	elaborated	observed	sneered
announced	emphasized	orated	sobbed
answered	entreated	ordered	solicited
approved	enunciated	petitioned	specified
argued	estimated	pleaded	spoke
assented	exclaimed	pled	sputtered
asserted	explained	pointed out	stammered
assumed	exposed	prayed	stated
assured	expressed	proclaimed	stipulated
asked	faltered	professed	stormed
attested	feared	prompted	stressed
avowed	foretold	propounded	suggested
babbled	fumed	publicized	taunted
bantered	giggled	quibbled	thought
bargained	grinned	ranted	threatened
began	grunted	reassured	told
boasted	held	reciprocated	twitted
called	implied	refuted	urged
claimed	indicated	related	uttered
commented	itemized	remonstrated	vowed
complained	laughed	replied	wailed
confided	lectured	responded	whined
contradicted	lied	restated	
cried	maintained	resumed	
debated	mentioned	retorted	



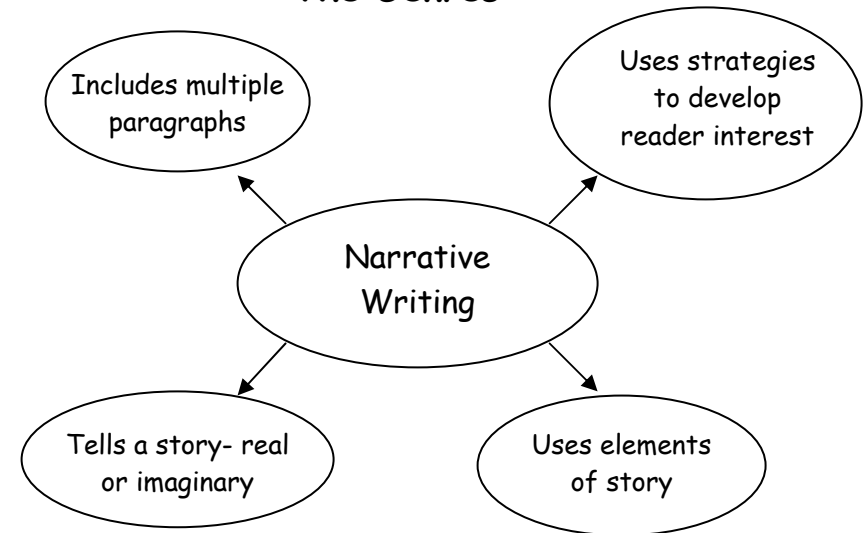
## WORDS, WORDS, AND MORE WORDS!

### Essential Word Lists for Writers

#### Getting rid of "get"

accomplished	conceive	hit	profit
achieve	contract	hook	pursue
acquire	convince	induce	put
annoy	cook	influence	reach
approach	do	inform	reap
arrive	drive	inherit	regain
ask	earn	kill	retrieve
assassinate	establish	learn	score
attain	fetch	live	secure
bag	find	locate	seize
become	fix	make	shoot
borrow	follow	manage	snare
bribe	gain	master	snatch
bring	generate	obtain	steal
build	give	overcome	take
capture	grab	perceive	understand
catch	hand	persuade	win
collect	help	prepare	
come	hire	procure	

## The Genres



**Narrative writing tells a story (based on personal experience or imagination) and captures the reader's interest.**

#### Ideas

- Determine your purpose for writing the story.
- Your story can be based on true or imaginary events.

#### Organization

- Include different strategies in the introduction, body, and conclusion that will bring your story to life.
  - dialogue
  - flashback
  - foreshadowing
  - hyperbole (exaggeration)
  - personification

## Narrative Writing Checklist

- Did your introduction capture the reader's attention within the first couple of sentences?
- Did you include a well-developed beginning, middle, and end?
- Did you include narrative elements such as characters, plot, point of view, setting, conflict, and significant events?
- Did you include specific details, examples, and elaboration?
- Did you use a lively voice and vivid sensory details to engage the reader?
- Did you include multiple paragraphs in your story?

### Transitions to Use in Narrative Writing

After a while,	During	Little by little
After that,	In the beginning,	Meanwhile,
All of a sudden	It seemed like	Soon after
All along	Just as	Suddenly,

## Conventions

**In every writing piece, make sure you can answer the following questions with a "yes".**

### Sentence Formation

- Do all your sentences make sense?
- Did you use clear and correct simple, complex, and compound sentences?
- Did you make sure that all the sentences included correct ending punctuation? (No run-ons, please!)

### Usage

- Do all your subjects and verbs agree?
- Did you maintain the same verb tense throughout the piece? If you changed the tense, is it appropriate?
- Did you correctly use possessives and contractions?
- If you included pronouns, do they agree with their antecedents (the words to which they refer)?

### Mechanics

- Does your piece contain correct internal punctuation (commas, quotation marks, apostrophes, parentheses, dashes, and hyphens)?
- Did you use correct capitalization?
- Did you include appropriate paragraph breaks? Are they indented?
- Did you spell words correctly?



## Style

In every writing piece, make sure you can answer the following questions with a "yes".

### Word Choice

- Did you choose words that engage your reader and evoke emotion?
- Did you use appropriate technical language?
- Did you use figurative language?
  - alliteration
  - idioms
  - imagery
  - metaphors
  - onomatopoeia
  - puns
  - similes

### Voice

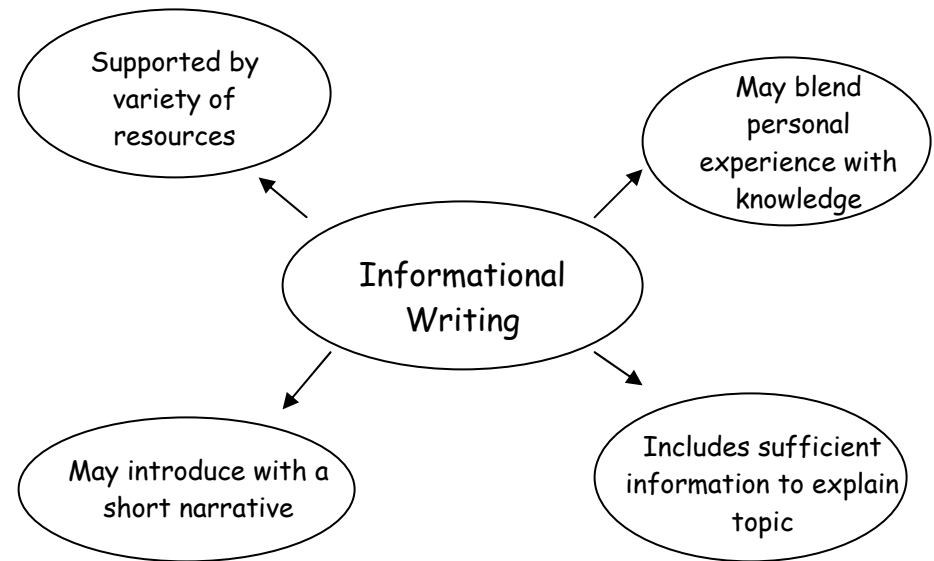
- Did you write with a clear and consistent voice?
- Does your personality and flare come through in your writing?

### Sentence Variety

- Did you use a mixture of simple, compound, and complex sentences?
- Did you need all of your sentences?
- Did your sentences state important ideas without being repetitive?
- Did you begin your sentences in different ways?

### Audience Awareness

- Did you write for your reader?
- Did you pay attention to the reader's need to remain engaged, entertained, or convinced?



**Informational writing examines a topic without giving an opinion. What is the writer describing or explaining?**

### Ideas

- A clear, controlling idea is present.
- Supporting details are fully developed with examples and elaboration.
- Facts, statistics, anecdotes, compare/contrast, definition, and other methods of writing convey information to the reader.
- Technical terms are defined for the reader.

### Organization

- Introduction, Body, and Conclusion
  - An introduction should identify the controlling focus.
  - The body should include multiple main idea paragraphs that give details and examples.
  - The conclusion should complete the explanation.
- An appropriate organizational strategy helps inform the reader.

## Transitions that Inform

### Cause/Effect

Accordingly	If...then	So that
As a result	In order to	Therefore
Consequently	On account of	This leads to
Hence	Since	Thus

### Problem / Solution

An obvious solution	If..., then	Perhaps
Another solution is	Let's look at it another way	Since this is so,
For example,	Of course	Therefore,
Furthermore,	One answer could be	Yet,

### Description

Above all,	For example,	It should be noted
Also,	For instance,	Most importantly,
Beyond that,	In addition to	Such as
Certainly	In fact,	To illustrate,

### Sequence

As soon as	Later,	Soon after,
During	Meanwhile,	Subsequently,
Finally,	Not long after	To begin with,
Initially,	Primarily,	While

### Compare / Contrast

Although	In contrast,	On the contrary,
As opposed to	In many ways,	On the other hand,
As well as	In opposition to	Similarly,
However	Not only...but also	Unless

- Use effective transitions such as words, phrases, bullets, subheadings, or numbering.

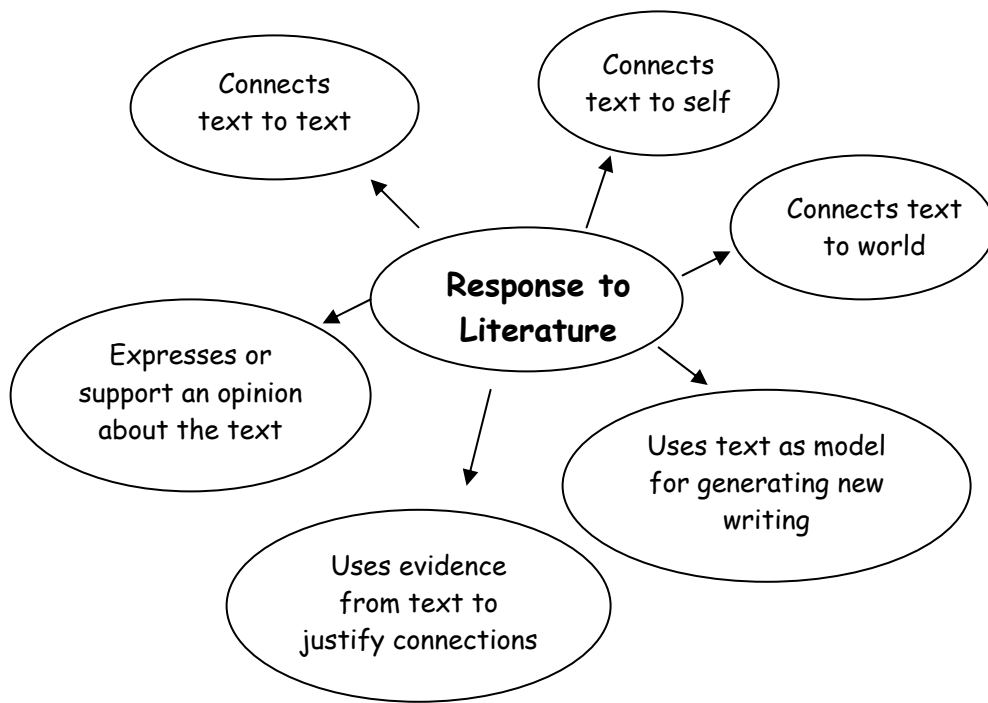
## Examples of Responses to Literature

- Text to Self
  - This part of the text surprised me because...
  - This text reminds me of...
- Text to World
  - The main idea of the story was...
  - This idea reminds me of something going on in...
- Text to Text
  - The setting in this book reminds me of the setting in...
  - This part of the text reminds me of part of the text in...

Transitions in a response to literature can be explicit (such as *first*, *next*, and *finally*) or implicit (such as *phrases or sentences* that link paragraphs).

## Response to Literature Checklist

- Did you maintain a consistent focus and point of view?
- Did you include evidence from the text to support your point of view?
- Did you formulate a position and connect the text to yourself, another text, or the world?
- Did you include relevant examples, facts, anecdotes, and details?
- Did you transition effectively between sentences and paragraphs?
- Did you include an effective introduction and conclusion?



## Types of Informational Writing

- Analyzing
- Answering research questions
- Clarifying
- Composing letters
- Defining terms
- Describing scientific processes
- Drawing conclusions
- Examining cause and effect relationships
- Interviewing expert sources
- Making comparisons and observations
- Offering directions or instructions
- Predicting
- Problem solving
- Recounting historical events
- Reflecting on personal experiences
- Reporting facts and hypotheses
- Summarizing information and ideas

**A response to literature is similar to persuasive writing because the writer must make claims about a text and support those claims with evidence to convince the reader. It is not merely a summary of the text.**

### Ideas

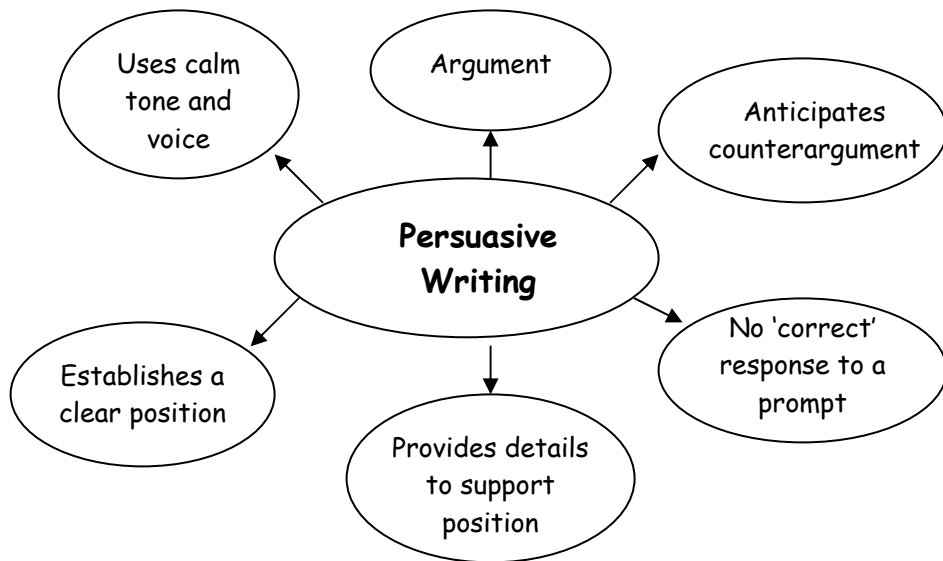
- Establish a clear position on the text.
- Maintain a consistent focus and point of view.
- Make connections to the text (text to text, text to self, text to world).
- Include enough information to develop a point of view.

### Organization

- Include an introduction, body, and conclusion.

## Informational Writing Checklist

- Did you maintain a consistent focus and point of view?
- Did you fully develop your controlling idea with specific details, examples, and elaboration?
- Did you include a well-developed introduction, body, and conclusion?
- Did you include relevant examples, facts, anecdotes, and details?
- Did you use an appropriate organizational strategy?
- Did you use descriptive language and a lively voice?
- Does your paper have a sense of completeness?



**Persuasive writing tries to convince the audience to think or do something.**

### Ideas

- Take a position on a topic or issue.
- Include viewpoint with reasons.
- Support reasons with details and/or facts.
- Include pros and cons.
- Use ideas that appeal to the reader's emotions.
  - personal experiences
  - specific facts
  - statistics

### Organization

- Introduction, Body, and Conclusion
  - State your position.
  - Include reasons/arguments that support your position and persuade your reader.
  - The reasons and support should flow logically.
  - Include a summary or conclusion of what you want without repetition.

## Types of Persuasive Writing

- Advertisements for clothing, toys, or food
- Travel brochures
- Political speeches
- Requests for donations to charities
- Movie reviews
- Book reviews
- Letters to the editor

## Transitions that Persuade

Additionally,	I believe	So
As well	I feel	Therefore,
Because	I want	We should
Finally,	If..., then	You should
Furthermore,	It is stated	
However,	Similarly,	

## Persuasive Writing Checklist

- Did you state clearly your position on the issue?
- Did you include reasons to support your position?
- Did you include examples and details to support your reasons?
- Did you include effective transitions that persuade?
- Did you use a lively voice that shows audience awareness?
- Did you include an effective introduction and conclusion?