

WRITING AND GRAMMAR 12, 2nd Edition Lesson Plan Overview

Day(s)	Topic ¹	Pages	Support Materials ²	Bible Integration
Chapter 1: The Writing Process^{3, 4}				
1	Planning	1–4	Bulletin Board 1	Philippians 4:8: Writing topics and brainstorming Scriptural Application: A biblical approach to composition (I John 1:1–4)
2	Planning	4–8	Practice the Skill 1.1 Practice the Skill 1.2	Scriptural Application: Taking care with the Internet (Prov. 4:23) Scriptural Application: Researching a Bible topic
3	<i>Descriptive Essay</i>	29–32	<i>Writing Worksheet 2</i> <i>Writing Rubric 2</i>	<i>Lazarus and the rich man (Luke 16:24)</i> <i>Scriptural Application: 1 Corinthians 1:18</i> <i>Description in Esther 1: 5–6</i>
4	Drafting	8–11		Creationism and the Flood
5	Drafting	11–14	Use the Skill 1.3 Practice the Skill 1.4 Review the Skill 1.5 Use the Skill 1.6	
6	Drafting	15–20	Practice the Skill 1.7 Review the Skill 1.8 Use the Skill 1.9 Teaching Help 1	Gideon and the Midianites (Judges 7)
7	<i>Descriptive Essay</i>	33	<i>Writing Worksheet 2</i>	
8	Revising	20–24	Use the Skill 1.10 Review the Skill 1.11	Scriptural Application: Words as a reflection of one's heart (Ps. 19:14)
9	Publishing	24–25	Use the Skill 1.12	The Passion of Christ
10	<i>Descriptive Essay</i>	34	<i>Writing Worksheet 2</i>	
11	History of the English Language <i>Descriptive Essay</i>	26–27 34	<i>Writing Worksheet 2</i> <i>Writing Rubric 2</i>	History of the English Language: Translating John 1:1 Bible translation teams
Chapter 2: Descriptive Essay/Parts of Speech				
12	Nouns	35–37	Bulletin Board 2 Chapter 2 Pretest	
13	<i>Comparison/Contrast Essay</i>	61–64	<i>Writing Rubric 3</i>	<i>Comparison and Contrast in Scripture (Ps. 1:1; Prov. 14:5; Mark 4:30–31; Gal. 5:19–23)</i> <i>Scriptural Application: Applying Proverbs 15:1</i>
14	<i>Comparison/Contrast Essay</i>	64–66	<i>Writing Worksheet 3</i>	
15	Pronouns	37–42	Practice the Skill 2.1 Use the Skill 2.2	Scriptural Application: God's power shown through the weather (Job 37)

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16	Verbs	42–44		Teen outreach opportunities
17–18	<i>Comparison/Contrast Essay</i>	66–67	<i>Writing Worksheet 3</i>	
19	Verbs	44–47	Practice the Skill 2.3 Use the Skill 2.4	God's use of the weather
20–21	<i>Comparison/Contrast Essay</i>	67–68	<i>Writing Worksheet 3</i> <i>Writing Rubric 3</i>	
22	Adjectives and Adverbs	48–53	Practice the Skill 2.5 Review the Skill 2.6 ESL Helps 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I Teaching Help 2A	
23	Prepositions, Conjunctions, and Interjections	53–58	Practice the Skill 2.7 Use the Skill 2.8 Review the Skill 2.9 Teaching Help 2B ESL helps 2J, 2K	Christ stills the storm (Matt. 8:23–27; Mark 4:35–41; Luke 8:22–25)
24	From the Written Word Review	59, 431–32	Concept Reinforcement 2 Chapter 2 Review	Rhetorical strategies in the Bible (Ps. 119:44–45; Isa. 40:29–30) Responding to Psalm 78
25	Chapter 2 Test			
Chapter 3: Comparison-and-Contrast Essay/Sentences				
26	<i>Interior Monologue</i>	83–84	<i>Writing Rubric 4</i>	<i>Scriptural Application: Our speech reveals our hearts (Matt. 12:34; Prov. 4:23)</i> <i>What should a Christian's inner thought life be like?</i> <i>Scriptural guidelines for writing (Phil. 4:8 and James 3:14–17)</i> <i>Matthew 12:34, Psalm 42:11</i>
27	<i>Interior Monologue</i>	85–86	<i>Writing Worksheets 4A, 4B</i>	
28	Defining Sentences and Kinds of Sentences	69–70	Bulletin Board 3 Chapter 3 Pretest	Scriptural Application: What motivates your life? (1 John 2:15–17)
29	Finding Subjects and Predicates	70–74	Practice the Skill 3.1 Practice the Skill 3.2 Review the Skill 3.3 ESL Helps 3A, 3B, 3C Concept Reinforcement 3A	Scriptural Application: Modeling Christ (rather than culture) in personal relationships (Gal. 6:10; Eph. 4:3, 32; 1 Tim. 5:1-2; James 1:27)
30–31	<i>Interior Monologue</i>	86	<i>Writing Worksheets 4A, 4B</i>	
32	Basic Sentence Patterns	74–76		
33	Basic Sentence Patterns	76–78	Practice the Skill 3.4 Teaching Help 3	
34	<i>Interior Monologue</i>	86–87	<i>Writing Worksheets 4A, 4B</i> <i>Writing Rubric 4</i>	

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35	Practice and Review	78–80, 433–34	Use the Skill 3.5 Concept Reinforcement 3B Cumulative Review 3.6 Chapter 3 Review	Jesus and the woman at the well
36	Chapter 3 Test			
37	Critical Thinking	80–81		Scriptural Application: The importance of your mind (Mark 12:30; Acts 18:4) Scriptural Application: Godly thoughts and spiritual growth (Col. 3:10; 2 Cor. 10:4–5) Critical thinking—a necessity for believers (Phil. 4:8; Rom. 12:2; 1 Pet. 3:15) Biblical wisdom (1 Cor. 3:19; Ps. 111:10) Responding to Scripture (Mark 12:30; Acts 18:4)
38	<i>Interior Monologue</i>	87	<i>Writing Worksheets 4A, 4B</i> <i>Writing Rubric 4</i>	
Chapter 4: Interior Monologue/Phrases				
39	Nonverbal Phrases	88–92	Bulletin Board 4 Chapter 4 Pretest Teaching Help 4A Practice the Skill 4.1 Practice the Skill 4.2 Use the Skill 4.3	Rewards of faithful ministry
40	Participial Phrases	92–96	Teaching Help 4B Practice the Skill 4.4 Use the Skill 4.5	
41	Gerund Phrases	96–101	Practice the Skill 4.6 Use the Skill 4.7	Ministry: Homes on the mission field
42	<i>Persuasive Essay</i>	109–11		<i>Scriptural Application: Persuasion in the Bible (Acts 26:26–28)</i>
43	Infinitive Phrases	101–3	Practice the Skill 4.8	Scriptural Application: Infinitives in Scripture (Phil. 2:13)
44	<i>Persuasive Essay</i>	111–12		
45–46	<i>Persuasive Essay</i>	112–14		<i>Facts vs. Truth</i> <i>Avoiding the offense of stereotypes (Prov. 18:19)</i>
47	Practice and Review	103–6, 435–36	Use the Skill 4.9 Concept Reinforcement 4B Cumulative Review 4.10 Teaching Help 4C Concept Reinforcement 4A Chapter 4 Review	Moses' home as an Egyptian noble Scriptural Application: Living in our culture as a pilgrim (Heb. 11:8–10, 24–26)
48	Chapter 4 Test			
49	From the Written Word	107		Descriptions in narratives (Gen. 3; Exod. 25; Josh. 10) Personal Response: Psalm 121

				Identifying themes through details in Scriptural narratives
50	<i>Persuasive Essay</i>	114–15	<i>Writing Worksheet 5</i>	Challenge to write a tract
Chapter 5: Persuasive Essay/Clauses				
51	Adjective Clauses	116–18	Bulletin Board 5 Chapter 5 Pretest	
52	<i>Persuasive Essay</i>	115	<i>Writing Worksheet 5</i> <i>Writing Rubric 5</i>	
53	Adjective Clauses	118–21	Practice the Skill 5.1 Use the Skill 5.2	
54	Adverb Clauses	122–23	Teaching Help 5A	
55	Adverb Clauses	124–26	Practice the Skill 5.3 Use the Skill 5.4	Maintaining integrity in public relations (James 5:12; Col. 3:9; Eph. 5:6)
56	Noun Clauses	126–28	Teaching Help 5B	
57	Noun Clauses	129–31	Practice the Skill 5.5 Use the Skill 5.6 Review the Skill 5.7	
58	Using Independent and Dependent Clauses	132–35	ESL Helps 5A, 5B Practice the Skill 5.8 Review the Skill 5.9 Concept Reinforcement 5A	
59	Major Sentence Errors	135–39	Practice the Skill 5.10 Review the Skill 5.11 Concept Reinforcement 5B ESL Help 5C	Ministry: Evangelistic campaigns in the early 1900s
60	Review Critical Thinking	140–41, 437–38	Cumulative Review 5.12 Chapter 5 Review	Evaluating an author (1 Sam. 16:7) Scriptural Application: Reflecting Christ (1 Sam. 16:7; Rom. 14:13)
61	Chapter 5 Test			
Chapter 6: Dramatic Scene/Agreement				
62	Subjects and Predicates	148–49	Bulletin Board 6 Chapter 6 Pretest	Scriptural Application: The Bible and language (Eccles. 12:10; Prov. 8:6–9; Prov. 15:2; Prov. 16: 23–24; Prov. 23:12)
63	<i>Dramatic Scene</i>	143–44	<i>Writing Rubric 6</i>	<i>Words reveal character (Matt. 12:34; Luke 6:45)</i> <i>Witnessing to others</i> <i>Scriptural Application: Right speech (Ps. 141: 3)</i>
64	Subject Identification	150–53	Practice the Skill 6.1 Review the Skill 6.2	
65–66	<i>Dramatic Scene</i>	145–46	<i>Writing Worksheets 6A, 6B</i>	<i>Modeling conflict: Finding God’s will</i>
67	Problem Nouns	153–55		
68	Practice	156–57	Practice the Skill 6.3 Review the Skill 6.4	
69	Problem Pronouns	157–59	Concept Reinforcement 6A ESL Helps 6A, 6B	

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70–71	<i>Dramatic Scene</i>	146–47	<i>Writing Worksheets 6A, 6B</i>	
72	Problem Pronouns	159–61	Practice the Skill 6.5 Review the Skill 6.6	
73	Compound Subjects	161–63	Practice the Skill 6.7 Review the Skill 6.8	
74	Nouns as Antecedents	163–66	Practice the Skill 6.9 Review the Skill 6.10	
75	Collective Nouns and Indefinite Pronouns as Antecedents	166–68	Teaching Help 6A Teaching Help 6B Practice the Skill 6.11 Concept Reinforcement 6B	
76	<i>Dramatic Scene</i>	147–48	<i>Writing Worksheets 6A, 6B</i>	
77	Review	168–70, 439–41	Review the Skill 6.12 Cumulative Review 6.13 Chapter 6 Review	
78	Chapter 6 Test			
79	From the Written Word	171		Elijah and Ahab: Presenting an argument (1 Kings 18) Personal Response: Applying Romans 12:2 Scriptural Application: Honoring God through logic and grammar (Eph. 5: 6–16)
80	<i>Dramatic Scene</i>	148	<i>Writing Worksheets 6A, 6B</i> <i>Writing Rubric 6</i>	
81–90	Midterm Review and Midterm Examination			
Chapter 7: Extemporaneous Essay/Verb Use				
91	<i>Extemporaneous Essay</i>	173–75	<i>Writing Worksheet 7</i> <i>Writing Rubric 7</i>	<i>Scriptural Application: Friendship (Prov. 17:17)</i>
92–93	<i>Extemporaneous Essay</i>	175–76	<i>Writing Worksheet 7</i>	
94	Principal Parts and Tenses	177–79	Bulletin Board 7 Chapter 7 Pretest	Verb use: John 2:15
95	Tenses	179–83	ESL Helps 7A, 7B, 7C, 7D Practice the Skill 7.1 Review the Skill 7.2 Concept Reinforcement 7A Use the Skill 7.3	
96	Consistency and Sequence of Tenses <i>Extemporaneous Essay</i>	184–87 176–77	Teaching Help 7A ESL Helps 7E, 7F Practice the Skill 7.4 Use the Skill 7.5 <i>Writing Worksheet 7</i>	
97	Voice	187–88		
98	Voice <i>Extemporaneous Essay</i>	188–91 177	Teaching Help 7B Practice the Skill 7.6 Use the Skill 7.7	Paul and the New Testament epistles Scriptural Application: Discussing Philippians

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			<i>Writing Worksheet 7</i> <i>Writing Rubric 7</i>	Missions: Missionary letters
99	Mood Review	192–96, 443–44	Practice the Skill 7.8 Concept Reinforcement 7B Use the Skill 7.9 Cumulative Review 7.10 Chapter 7 Review	Christian writers: Christina Rossetti
100	Chapter 7 Test			
101	Critical Thinking	196–97		Value judgments and Scripture
Chapter 8: Video Report/Pronoun Use				
102	Pronoun Case	203–6	Bulletin Board 8 Chapter 8 Pretest Practice the Skill 8.1 Review the Skill 8.2 Concept Reinforcement 8A	Scriptural Application: Grammar and meaning in Jeremiah 7:23
103	Pronoun Case	206–9	Practice the Skill 8.3 Use the Skill 8.4	
104	Pronoun Case	209–13	Practice the Skill 8.5 Review the Skill 8.6 Teaching Help 8 Concept Reinforcements 8B, 8C	Faithful Christian leadership in action Spiritual growth through camp ministries Enrichment: Sharing camp testimonies
105	<i>Video Report</i>	<i>198–201</i>	<i>Writing Rubric 8</i> <i>Writing Worksheet 8A</i>	<i>Scriptural Application: Visual media and the Word (Job 42:5)</i>
106	Courtesy Order Reflexive and Intensive Pronouns	213–15	Practice the Skill 8.7 Review the Skill 8.8	Scriptural Application: God's provision and protection (1 Kings 19:4, Phil. 4:19, and Rom. 8:28)
107	Pronoun Shift Review	215–19, 445–47	Practice the Skill 8.9 Review the Skill 8.10 Cumulative Review 8.11 Chapter 8 Review	Talebearers (Prov. 11:13; 18:8) Hymns : Scriptural truth and "When I See the Blood" God's presence (Ex. 11–12;14)
108	Chapter 8 Test			
109	From the Written Word	219		Comparison and contrast: Cain and Abel (Gen. 4: 2–5, 8) Personal Response: Comparison and contrast (1 Sam. 1:1–20; Judg. 13: 2–24)
110–11	<i>Video Report</i>	<i>201–2</i>	<i>Writing Worksheets 8A, 8B</i>	
Chapter 9: College Application Essay/Pronoun Reference				
112	Clear Reference	225–28	Bulletin Board 9 Chapter 9 Pretest Teaching Help 9A Practice the Skill 9.1 Review the Skill 9.2	
113	Referencing Modifiers or	229–31	Practice the Skill 9.3 Review the Skill 9.4	

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	Implied Nouns			
114	Indefinite <i>It</i> , <i>They</i> , and <i>You</i>	232–33	Teaching Help 9B	
115–16	<i>Video Report</i>	202–3	<i>Writing Worksheets 8A, 8B</i>	
117	Broad Reference	233–35	Practice the Skill 9.5 Review the Skill 9.6 Concept Reinforcement 9	Scriptural Application: Evaluating a college's philosophy
118	Review	236	Cumulative Review 9.7	
119	Critical Thinking Review	237, 449–51	Chapter 9 Review	Think About It: Evaluating arguments for truth
120	Chapter 9 Test			
121	<i>Video Report</i>	203	<i>Writing Worksheets 8A, 8B</i> <i>Writing Rubric 8</i>	
122	<i>College Application Essay</i>	221–22	<i>Writing Rubric 9</i>	<i>Model: Serving God through ministry to others</i> <i>Scriptural Application: Obeying God (Ezra 7:10)</i>
123	<i>College Application Essay</i>	222–223	<i>Writing Worksheet 9</i>	<i>Scriptural Application: Seeking wisdom about college (Prov. 11:14; 15:22; Eph. 6:1–3; Heb. 13:17)</i>
Chapter 10: Sonnet/ Adjective and Adverb Use				
124	Showing Comparison with Modifiers	243–44	Bulletin Board 10 Chapter 10 Pretest	
125	Showing Comparison with Modifiers	244–46	Practice the Skill 10.1 Review the Skill 10.2 Teaching Help 10A ESL Help 10	David and Mephibosheth (2 Sam. 9)
126	<i>College Application Essay</i>	223–24	<i>Writing Worksheet 9</i>	
127	Problems with Modifiers	247–50	Practice the Skill 10.3 Review the Skill 10.4 Concept Reinforcement 10A	Joseph's forgiving spirit
128	Placement of Modifiers	250–52		
129	<i>College Application Essay</i>	224–25	<i>Writing Worksheet 9</i> <i>Writing Rubric 9</i>	
130	Practice	252–53	Practice the Skill 10.5 Concept Reinforcement 10B	
131	<i>Sonnet</i>	238–40	<i>Writing Rubric 10</i> <i>Writing Worksheets 10A, 10B</i>	<i>Scriptural Application: Justice and mercy (Rom. 3:20–26; Matt. 18:23–35)</i> <i>Metaphors and similes (Gen. 49:22; Prov. 20:5)</i>
132	Review	254–56,	Teaching Help 10B	Jesus and Stephen: Forgiveness in

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		453–56	Review the Skill 10.6 Cumulative Review 10.7 Chapter 10 Review	death (Acts 7:60)
133	Chapter 10 Test From the Written Word	257		Cause and effect in Scripture (Gen. 6:5, 7; Num. 20:2–12) Personal Response: Cause and effect (Judg. 8:1–4; Prov. 15:1–2) God's providence (Ps. 24:1; 115:3; Prov. 16:33; 21:1; Dan. 4:35; Acts 4:27–28)
134	<i>Sonnet</i>	240–41	<i>Writing Worksheet 10A, 10B</i>	
Chapter 11: Research Report/Capitalization⁴				
135	Personal Names, Religions, Nationalities, and Proper Adjectives	270–73	Bulletin Board 11 Chapter 11 Pretest Practice the Skill 11.1 Review the Skill 11.2	Worldview: Evaluating Thomas Carlyle's <i>Sartor Resartus</i> Scriptural Application: Capitalizing words referring to God (Ex. 20:3; Acts 4:12; Phil. 2:10–11; 1 Tim. 2:5)
136–37	<i>Sonnet</i>	242–42	<i>Writing Worksheet 10C</i>	
138	Place Names, Transporta- tion, and Astronomy Terms	274–77	Practice the Skill 11.3 Review the Skill 11.4	
139	Businesses, Organizations , Cultural and Historical Terms	277–81	Practice the Skill 11.5 Review the Skill 11.6	
140–41	<i>Sonnet</i>	242	<i>Writing Worksheet 10C Writing Rubric 10</i>	
142	Titles First Words and Single Letters	282–87	Practice the Skill 11.7 Review the Skill 11.8 Teaching Help 11 Practice the Skill 11.9 Review the Skill 11.10	Writing Link: Reviewing art (Phil. 4:8) Arguments for biblical creationism Literature Link: Evaluating E. E. Cummings
143	<i>Research Report</i>	259–62	<i>Writing Rubric 11</i>	<i>Research: Creation science and the inerrancy of the Bible Scriptural Application: Authority and inerrancy of Scripture (Ps. 119:89; John 17:17; 1 Cor. 2:13; 1 Thess. 2:13; 2 Tim. 3:16–17; 2 Pet. 1:21)</i>
144	<i>Research Report</i>	262–65	<i>Writing Worksheets 11A, 11B, 11C</i>	<i>Scriptural Application: Universal statements in the Bible (Rom. 3:23)</i>
145	Review	288–89, 457–58	Concept Reinforcement 11 Cumulative Review 11.11 Chapter 11 Review	
146	Chapter 11 Test Critical Thinking	289		Think About It: Arguing for truth with truth

Chapter 12: Issue Analysis Essay/Punctuation⁴				
147	End Marks and Other Periods	296–301	Bulletin Board 12 Chapter 12 Pretest ESL Helps 12A, 12B Teaching Help 12A Practice the Skill 12.1 Review the Skill 12.2 Concept Reinforcement 12A	
148	Commas	301–10	Teaching Help 12B ESL Helps 12A, 12C Practice the Skill 12.3 Review the Skill 12.4 Practice the Skill 12.5 Review the Skill 12.6 Teaching Help 12C Practice the Skill 12.7 Review the Skill 12.8	
149–50	<i>Research Report</i>	265–66	<i>Writing Worksheets 11B, 11C</i>	
151	Commas	310–14	Concept Reinforcement 12B Practice the Skill 12.9 Review the Skill 12.10	Scriptural Application: Cultural awareness as a witnessing tool (Acts 17: 16–34)
152	Semicolons, Colons Review	315–20, 459–62	Practice the Skill 12.11 Review the Skill 12.12 Concept Reinforcement 12C Cumulative Review 12.13 Chapter 12 Review	Travel as a way to serve the Lord (Jonah, Thomas, Paul) Travel and the Great Commission (Matt. 28:19–20)
153	Chapter 12 Test			
154	From the Written Word	321		Analyzing a plan: Hezekiah (2 Chron. 21:20–21) Personal Response: Reasons to obey (Prov. 3:1–12)
155–56	<i>Research Report</i>	266–68	<i>Writing Worksheets 11B, 11C</i>	
Chapter 13: Response to a Dramatic Scene/More Punctuation⁴				
157	Quotation Marks	329–34	Chapter 13 Pretest ESL Help 13 Practice the Skill 13.1 Review the Skill 13.2	Favorite Scripture passages and statements of theme
158	<i>Issue Analysis Essay</i>	290–94	<i>Writing Worksheet 12</i> <i>Writing Rubric 12</i>	<i>Scriptural Application: Winning others to the truth (Matt. 28: 19–20)</i> <i>Christians' obligation to communicate a biblical viewpoint</i> <i>Scriptural Application: Thinking biblically about issues (2 Cor. 10:4–5)</i> <i>Scriptural Application: Questions to guide biblical analysis</i>
159	Ellipses, Brackets, and Underlining	335–40	Practice the Skill 13.3 Practice the Skill 13.4 Review the Skill 13.5 Concept Reinforcement	Protestant migration to America Quoting research: <i>Free Indeed: Heroes of Black Christian History</i> Hymns and church history: Isaac Watts

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	for Italics		13A	Discussing favorite hymns and Psalms
160	<i>Issue Analysis Essay</i>	294	<i>Writing Worksheet 12</i>	
161	Apostrophe and Hyphen	341–46	Concept Reinforcement 13B Practice the Skill 13.6 Practice the Skill 13.7 Review the Skill 13.8	Church History: Hugh Latimer Scriptural Application: Spiritual armor (Eph. 6:10–18) Tudor England and Protestant sermons
162	Dashes and Parentheses	347–51	Teaching Help 13 Practice the Skill 13.9 Review the Skill 13.10 Concept Reinforcement 13C	
163	<i>Issue Analysis Essay</i>	295	<i>Writing Worksheet 12</i>	
164	<i>Research Report</i>	269	<i>Writing Worksheets 11B, 11C</i> <i>Writing Rubric 11</i>	
165	<i>Review Issue Analysis Essay</i>	352, 463–64, 295	Cumulative Review 13.11 Chapter 13 Review <i>Writing Worksheet 12</i> <i>Writing Rubric 12</i>	
166	Chapter 13 Test Critical Thinking	353		Scriptural Application: Critical thinking in the believer's life (James 1:5)
167	<i>Response to a Dramatic Scene</i>	322–26	<i>Writing Rubric 13</i>	<i>Lady Macbeth and the effects of conscience</i> Scriptural Application: <i>The conscience</i> (Eph. 4:19; 1 Tim. 4:2; Heb. 4:12)
168	<i>Response to a Dramatic Scene</i>	326–27	<i>Writing Worksheet 13</i> <i>Bulletin Board 13</i>	
169	<i>Response to a Dramatic Scene</i>	328	<i>Writing Worksheet 13</i>	
170	<i>Response to a Dramatic Scene</i>	328–29	<i>Writing Worksheet 13</i> <i>Writing Rubric 13</i>	
171–80	Final Review and Final Examination			

¹ The topics, support materials, and Bible integration in italics refer to writing lessons and assignments within a chapter.

² The following items in the Support Materials column are located in Book 2 of the Teacher's Edition: Pretests, Teaching Helps, ESL Worksheets, Concept Reinforcements, Bulletin Boards, Writing Worksheets, and Writing Rubrics.

³ Chapters 15–16 are reference chapters. Teach material from these chapters throughout the semester whenever it is appropriate for your students.

⁴ If necessary, adjust the schedule to teach Chapter 11 (Capitalization) and Chapters 12–13 (Punctuation) before your students take any standardized achievement test.