

## Homework Packet – Week 10

Due Friday

1. Flashcards
2. Think/Know worksheets

business letter		letter to the editor	review
compare and contrast	essay	order of importance	spatial order
compound sentence	however	personal letter	therefore
coordinating conjunction	independent clause	report	writing purpose

### Definitions

**business letter** A letter inquiring about a business matter.

**compare and contrast** The writer compares ideas to convince the reader that one is better than another.

**compound sentence** A sentence made up of two independent clauses. The connecting word in a compound sentence is called a coordinating conjunction.

#### **coordinating conjunction**

1. A conjunction that joins words, phrases, and clauses of equal value. Examples: and, but, or, so, nor, for yet.
2. When a coordinating conjunction joins two independent clauses, there is a comma before the conjunction.

**essay** (EHsay) *noun, verb* A piece of writing that gives your thoughts about a subject. It is usually not as detailed as a report.

**however** (houEHvur) Can be used instead of the phrase "on the other hand..." or the word "but."

**independent clause** A clause that expresses a complete thought and can stand alone as a sentence. It has a subject and a verb.

**letter to the editor** A letter to the newspaper stating your opinion.

**order of importance** The writer may begin with the most important idea and move to the least important idea.

**personal letter** A letter to a friend about your personal life.

**report** (reepawrt) *noun, verb* A long, detailed essay or piece of writing about something you have learned about.

**review** (reevyoo) *noun, verb, adjective* An article recommending or critiquing something such as a movie or car.

**spatial order** This form of paragraph organization shows how things are arranged in a space or scene.

**therefore** (thEHrfawr) As a consequence; as a result of that.

**writing purpose** The intention of or reason for a specific form of writing (e.g., personal letter, letter to the editor, review, poem, report, narrative).