

FOUR BASES Checklist: Division-Classification**ABOUT UNITY**

- ✓ Have I divided my topic into three distinct parts?
- ✓ Is each of those parts based on the same principle of division?

ABOUT SUPPORT

- ✓ Have I provided effective details to back up each of my three points?
- ✓ Have I given each of the three parts approximately equal weight, devoting the same amount of time to each part?

ABOUT COHERENCE

- ✓ Have I used appropriate transitions and other connective devices to weave my paragraph together?

ABOUT SENTENCE SKILLS

- ✓ Have I used a consistent point of view throughout my paragraph?
- ✓ Have I used specific rather than general words?
- ✓ Have I avoided wordiness and used concise wording?
- ✓ Are my sentences varied?
- ✓ Have I checked for spelling and other sentence skills, as listed on the inside back cover of the book?

WRITING ASSIGNMENT 3

People often assume different roles and different attitudes according to the immediate situation, or context, in which they find themselves. Examples of different types of roles might be student, parent, sister, friend, boss, and employee. Identify several roles that you adopt on a regular basis and write a paragraph that explores how you act and feel in each role. Another approach to this assignment would be to write how different people react to you in your different roles. For instance, think about how your professor might greet you if you bumped into him or her in the supermarket or how your boss might treat you if you happened to meet on the playground as you both watched your children.

