

## Improve Your Writing Skills

Look at all of the Skills Center resources available to help you improve your writing!

### To Students:

1. Select the **English Resources** folder on the Skills Center desktop and then select the **Writing** folder within.
2. Click on the **Catalyst** icon, and then click on the purple bar in the middle of the screen to enter the program. Select the **Editing** link on the left side of the page. Choose one diagnostic test or take all four.
3. If you already know what area to work on, choose material from the list below or ask an Instructional Assistant for advice.

### To Instructors:

- Check the student’s problem writing area(s) in the “check-mark” column below. Please also circle any materials you particularly recommend.
- Assign an entire class to visit the Skills Center or refer students individually to work on their writing skills outside of class time.
- Call us at x27144 for assistance.

✓	Writing Skill	Computer Programs	Print Materials
	Fragments, Run-ons and Comma Splices	<b>Writer’s Resources</b> >Grammar, Punctuation, Mechanics>#6, #7, #10 <b>Catalyst</b> >Editing>Comma Splices, Run-on Sentences, Sentence Fragments <b>Skillsbank</b> >Writing, Sentc. Structure – L7 <b>Cornerstone</b> -Usage 8 & 9	The Complete Sentence Workout Book- Ch. 6-8 Practical English Handbook-pg. 28-34 Practical English Workbook, 5th edition – Ch. 4
	Verbs, Verb Forms, Verb Tense, Identifying Verbs & Verb and Voice Shifts	<b>Writer’s Resources</b> >Grammar, Punctuation, Mechanics>#5, #9 <b>Catalyst</b> >Editing>Verbs & Verbals, Verb & Voice Shifts, Parts of Speech <b>Skillsbank</b> >Writing, Language Usage – L7 <b>Cornerstone</b> -Usage 4,5	The Complete Sentence Workout Book-Ch. 1, 2, 3 Error Free Writing- Ch.7, 8, 9 Understanding and Using English Grammar-Ch. 1-5 Basic English-Ch. 2 Practical English Handbook-pg.35-43 Practical English Workbook-Ch. 4
	Subject/Verb Agreement	<b>Writer’s Resources</b> >Grammar, Punctuation, Mechanics>#8 <b>Catalyst</b> >Editing>Subject/Verb Agreement <b>Skillsbank</b> >Language, Grammar & Usage-L6-9 <b>Skillsbank</b> >Writing, Language Usage-L5-7 <b>Cornerstone</b> -Usage 1,3,8	The Complete Sentence Workout Book-Ch. 4, 10 Error Free Writing-Ch. 6 Understanding and Using English Grammar-Ch. 6 Practical English Workbook, 5th edition – Ch. 6
	Pronouns	<b>Writer’s Resources</b> >Grammar, Punctuation, Mechanics>#12, #13 <b>Catalyst</b> >Editing>Pronouns, Identifying Pronouns, Parts of Speech, Pronoun-Antecedent Agreement, Pronoun Reference <b>Skillsbank</b> >Reading, Grammar & Usage-L15-19; Writing, Language Usage-L3; Language, Grammar & Usage-L6—9 <b>Cornerstone</b> -Usage 2,11	The Complete Sentence Workout Book-Ch. 11 Understanding and Using English Grammar-Ch. 8 Error Free Writing- Ch. 5 Basic English- Ch. 8
	Adjectives And Adverbs	<b>Writer’s Resources</b> >Writing Elements Lessons>#1>1.6, 1.7, 1.11 <b>Catalyst</b> >Editing>Adjectives & Adverbs <b>Skillsbank</b> >Language, Grammar & Usage-L11—14; Writing, Language Usage-L9 <b>Cornerstone</b> -Usage 6	The Complete Sentence Workout Book-Ch. 18 Understanding & Using English Grammar-Ch.5,17-18 Error Free Writing-Ch. 2, 3 Basic English- Ch. 8 Practical English Workbook-Ch. 7 Sentence Building-Ch. 11
	Sentence Completeness	<b>Writer’s Resources</b> >Writing Elements Lessons>#4 <b>Catalyst</b> >Editing>Mixed Constructions, Phrases and Clauses, Coordination and, Subordination <b>Cornerstone</b> -Usage 1,9 <b>Skillsbank</b> >Reading, Punctuation-L1	Practical English Workbook- Ch. 8

Sentence Consistency & Parallelism	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#16 <b>Catalyst</b> >Editing>Parallelism <b>Skillsbank</b> >Writing, Clear Writing & Paragraphs-L4	Practical English Workbook- Ch. 8
Modifiers	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#15 <b>Catalyst</b> >Editing>Misplaced Modifiers, Dangling Modifiers <b>Skillsbank</b> >Writing, Sentence Structure-L6; Clear Writing-L1-2; Language Mechanics-L8	Gaining Sentence Power- Lesson 13 Practical English Workbook- Ch. 9
Separation of Sentence Parts (Punctuation)	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#17 <b>Catalyst</b> >Editing>Dashes, Parentheses <b>Blue Pencil</b> – 3	The Right Way to Punctuate- Entire book
Use of Commas	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#10 <b>Catalyst</b> >Editing>Commas <b>Skillsbank</b> >Writing, Language Mechanics-L8; Language, Punctuation-L5-11 <b>Cornerstone</b> -Punctuation 3,4,5,6 <b>Blue Pencil</b> – 2	The Complete Sentence Workout Book-Ch. 13-14 Practical English Workbook– Ch. 10 Practical English Handbook– pgs. 108, 126 Punctuation and Mechanics- Ch. 2-4 Gaining Sentence Power – pgs. 135, 151 Writing Sentences- pgs. 243-254
Use of semicolons and Colons	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#14 <b>Catalyst</b> >Editing>Semicolons, Colons <b>Skillsbank</b> >Language, Punctuation-L17-21	The Complete Sentence Workout Book- Ch. 13 Punctuation and Mechanics- Ch. 5-6 Practical English Workbook- Ch. 11
Use of Quotation Marks and Terminal Punctuation	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#20, #21 <b>Catalyst</b> >Editing>Quotation Marks, End Punctuation <b>Skillsbank</b> >Language, Punctuation-L14-15 <b>Blue Pencil</b> – 6	The Complete Sentence Workout Book-Ch. 16 Practical English Handbook pg. 140 Punctuation and Mechanics-Ch. 1, 9, Writing Sentences- pgs. 239, 256 Practical English Workbook- Ch. 12
Use of Italics	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#18 <b>Catalyst</b> >Editing>Italics	Practical English Handbook- pg. 154 Practical English Workbook- Ch. 14
Use of Hyphens & Apostrophes	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#11 <b>Catalyst</b> >Editing>Apostrophes, Hyphens <b>Skillsbank</b> >Language, Punctuation-L12-13	The Complete Sentence Workout Book- Ch. 15 Error Free Writing- Ch. 4 Punctuation and Mechanics- Ch. 7-8 Practical English Workbook – Ch. 16
Capitalization	<b>Writer's Resources</b> >Grammar, Punctuation, Mechanics>#3 <b>Catalyst</b> >Editing>Capitalization <b>Skillsbank</b> -Writing, Language Mechanics-L1, L5 <b>Blue Pencil</b> - 1 <b>Cornerstone</b> -Usage 10	The Complete Sentence Workout Book- Ch. 12 Practical English Handbook- pg. 167 Punctuation and Mechanics-Ch. 10 Practical English Workbook – Ch. 16
Word Choice And Idioms	<b>Writer's Resources</b> >Writing Elements Lessons>#1 <b>Catalyst</b> >Editing>Wordiness, Clichés, Slang, Jargon..., Word Choice <b>Skillsbank</b> >Writing, Clear Writing & Paragraphs.-L5; Reading, Word Knowledge-L1-13	The Complete Sentence Workout Book- Ch. 19-21 Developing Vocabulary Skills Idiomatic English Idioms for Everyday Use Oxford Idioms Practice Vocabulary Working with Sounds 101 American English Idioms
Multilingual/ ESL Writers	<b>Catalyst</b> >Editing>Multilingual/ESL Writers, Editing Exercises-Multilingual, Five Rules for ESL Students, Word Usage – Rules for ESL, Mastering Articles: Nine Rules, Sentence Structure: Six Rules, Subject/Verb Agreement, Participles/Adverbs (ESL)	