1. Discuss how one builds a thesis or purpose statement for writing.

To build a thesis statement, the writer should first identify the area of interest, starting broad and then narrowing down to a specific topic. Next, determine the purpose by deciding on the direction of the paper. State a clear, debatable argument or position about the topic, ensuring it's concise and directly answers the research question. Finally, revise and adjust the statement as needed to ensure it is specific, clear, and effectively guides the writing.

1. Discuss the TPO sequence in preparing to write.

The Think-Plan-Organize (TPO) sequence encourages writers to begin the writing process by releasing their unorganized thoughts without concern for structure, form, or perfection. It emphasizes the freedom to express ideas. The initial outline will capture these ideas, which can then be organized to provide a clear direction for the writing. From there, the writer can structure the content into sentences and paragraphs, gradually shaping the thoughts into a cohesive draft. Finally, the writer is encouraged to revise the piece multiple times, refining style, layout, content, and sentence structure, and adding the finishing touches to complete the work.

1. List three classical steps of writing and discuss the order of these steps.

The three classical steps of writing are pre-writing, drafting, and refinement.

Pre-writing: This stage involves brainstorming and generating ideas, as well as determining what, why, and who of the topic. It sets the direction for the writing.

Drafting: Once the ideas are established, the writer creates a draft, organizing and formatting the content to convey the message clearly.

Refinement: This final stage focuses on editing and correcting the draft. It involves refining the language, improving clarity, and ensuring the piece is well-polished and error-free.

1. Discuss how Developmental Readings fit into the total structure of the Course of Study

Developmental readings are intended to support the learning process by enhancing the student's foundational knowledge in the subject area. Engaging with these readings provides students with additional knowledge, which in turn enriches group discussions and class participation. Students are expected to engage with both additive and variant readings, fostering a deeper and more comprehensive understanding of the course material. It is a search for specifics and not leisurely undirected reading.

1. Review the use of additive and variant material as it relates to Developmental Readings.

Additive reading serves to both reinforce the teachings and materials presented, as well as expand the body of knowledge the student is exposed to. These readings should be drawn from multiple sources, including various books and credible journal articles, to deepen the understanding of the core elements of the course. Equally important to the adult learner’s process is engaging with variant readings, which present opposing viewpoints. This fosters a more balanced and comprehensive perspective on the topics being studied.