# **Lost Tools of Writing Overview**

Essay	Invention	Arrangement	Elocution	Template Outline
E1	The ANI chart (p3)	Outline & Thesis  Rudimentary PE		р6
E2	5 Common Topics of Invention (p9)	Sorting & Outline Add sub-proofs (p10)  Introductory PE	Scheme: Parallelism (similarly structured words) (p19)	p15
E3	Comparison- Similarities (What they Do, Have, Are) (p23)	Exordium (Introduction- relate the idea to the audience) (p24)  Basic PE	Editing: Precise and Active Verbs (p29	p28
E4	Comparison- Differences in Kind and Degree (What they Do, Have, Are) (p35)	Amplification (Conclusion- who cares and why?) (p37)  Basic PE	Scheme: Parallelism (similarly structured phrases or clauses) (p42)	p42
E5	Definition (What/Who is this? What kind of thing/person is this?) (p51)	Division (opposing views) & Distribution (p53)  Basic PE	Scheme: Antithesis (contrasting ideas in parallel form) (p59)	p58
E6	Circumstance (What is happening at the same time?) (p65)	Refutation (arguments from opposite position and why they're weak) (p66)  Basic PE	Trope: Similes (p75)	p72
E7	Relation (What happened before and after?) (p79)	Narratio (Context or Background) (p81)  Complete PE	Scheme: Alliteration (p87)	p86
E8	Testimony (What do witnesses say about the issue?) (p92)	Review and Practice  Complete PE	Trope: Metaphor (p96)	p86
E9	Invention Review	Review and Practice  Complete PE	Scheme: Assonance (repeated vowel sounds) (p103)	p86

PE= Persuasive Essay Page numbers are for Student Workbook

#### **Lost Tools of Writing**

#### **Complete Persuasive Essay Outline**

- I. Introduction
  - Exordium- (The opening, makes the audience receptive- <u>Added in E3</u>)
  - b. Narratio (The background and context- Added in E7)
    - i. Situation (The setting, actors and dilemma)
    - ii. Actions
  - Division (A precise statement of agreement and disagreement between the writer and an opponent- Added in E5)
    - i. Agreement
    - ii. Disagreement
      - 1. Thesis
      - 2. Counter-thesis
  - d. Distribution
    - Thesis (The proposition defended by the essay)
    - ii. Enumeration (The number of reasons used to support the Thesis statement)
    - iii. Exposition (A statement of the main proofs in the essay)
      - 1. Proof 1, 2, 3
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1 (Added in E2)
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence

- III. Proof 2
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence
- IV. Proof 3
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence
- Refutation (The arguments from opposite position and why they're weak-Added in E6)
  - a. Counter-thesis
  - b. Counter proof 1
    - i. Summary of support for reason 1
    - ii. Inadequacy of reason 1
  - c. Counter proof 2
    - i. Summary of support for reason 2
    - ii. Inadequacy of reason 2
  - d. Summary of Refutation
- VI. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification- (Answers 'who cares and why?' Added in E4)
    - i. To Whom it matters
    - ii. Why it matters to them

# Lost Tools of Writing

# **Essay Grading Rubric**

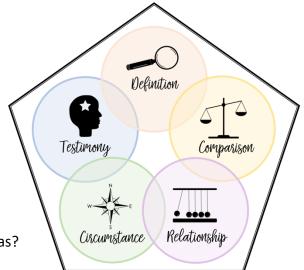
Essay #												
1 2 3 4 5 6 7 8 9												
	Inv	entio	n (25	5%)								
Used required tools to generate idea					d brains	tormin	g evider	nce)				
ANI Chart (p3) X X X X X X X X X												
5 Common Topics (p9)		Х	Х	Х	Χ	Х	Χ	Х	Χ			
Comparison- Similarities (p23)			Х	Х	Χ	Х	Χ	Х	Χ			
Comparison- Differences (p35)				Χ	Χ	Х	Χ	Χ	Χ			
Definition (p51)					Х	Х	Χ	Χ	Χ			
Circumstances (p65)						Х	Χ	Χ	Χ			
Relation (p79)							Χ	Χ	Χ			
Testimony (p92)								Х	Χ			
	Arran	gem	ent (	25%)								
Used required tools to create outline					brainst	orming	eviden	ce)				
Thesis	Χ	Х	Χ	Х	Χ	Х	Χ	Χ	Χ			
Sorting & Sub-proofs (p10)		Х	Χ	Х	Χ	Х	Х	Х	Χ			
Exordium (p24)			Х	Х	Χ	Х	Χ	Χ	Χ			
Amplification (p37)				Х	Χ	Х	Х	Х	Χ			
Division (p53)					Х	Х	Х	Χ	Х			
Refutation (p66)						Х	Х	Χ	Х			
Narratio (p81)							Χ	Х	Χ			
	Elo	cutio	n (25	5%)								
Used required tools within paper (att	ached	worksh	neets a	and bra	instorm	ing evi	dence)					
Enumerations & Exposition	Χ	Х	Χ	Х	Χ	Х	Χ	Χ	Χ			
Parallelism: words (p19)		Х	Х	Х	Х	Х	Х	Х	Χ			
Active verbs (p29)			Х	Х	Х	Х	Х	Х	Χ			
Parallelism: phrases & clauses (p42)				Х	Χ	Х	Χ	Χ	Χ			
Antithesis (p59)					Х	Х	Χ	Х	Χ			
Similes (p75)						Х	Χ	Х	Χ			
Alliteration (p87)							Χ	Х	Х			
Metaphor (p96)								Х	Х			
Assonance (p103)									Х			
	Med	hani	cs (2	5%)								
Punctuation, capitalization, spelling,	typos											

#### **Lost Tools of Writing**

# **Five Common Topics of Invention**

Use the five common topics to help brainstorm ideas and then record the ideas in the ANI chart

- 1) Comparison
  - a) How are A and B similar?
    - i) What are they both?
    - ii) What do they both do?
    - iii) What do they both have?
  - b) How are A and B different?
    - i) What different adjectives describe what A & B are?
    - ii) Is what A is better than what B is?
    - iii) How do A and B do things differently?
    - iv) Is one way of doing things better?
    - v) What do A & B have that is different?
    - vi) Is what one has better than what the other has?



The 5 Common Topics

- 2) Definition (choose a noun to be your "term")
  - a) What groups does term belong to?
  - b) What other terms belong to each group?
  - c) What do all the terms in each group have in common?
  - d) What characteristic makes the terms within one group different from each other?
- 3) Circumstance (choose a situation)
  - a) What is the situation, both time and place
  - b) What else is going on at this time and place?
  - c) What is going on at the same time, but different locations?
    - i) Nearby locations
    - ii) Concentric locations
  - d) What else is possible or impossible in this situation?
- 4) Relationship (cause and effect of a situation)
  - a) What all caused or preceded this situation
  - b) What all followed this situation
- 5) Testimony (choose a situation and a person in the situation as the "actor")
  - a) Eyewitness (someone who was present at the event)
    - i) What has each witness seen in this situation?
    - ii) How reliable is each witness?
  - b) Character Witness (someone who knows the person)
    - i) Who can each witness testify about?
    - ii) What did each witness observe and under what circumstance?
    - iii) What does that suggest about the actor
    - iv) How reliable is each witness?



Во	ok:
	LTW Essay 1
Invention Attach proof	of brainstorming
□ ANI (	Chart (p3)
Arrangem	ent (Outline)
b.	uction Thesis Enumeration Exposition  i. Proof 1, 2, 3
b.	
III. Conclu	usion (single sentence) Thesis Summary of Proofs i. Proof 1, 2, 3
□ Check r	nechanics (grammar, punctuation, capitalization, spelling)

Book:			

Invention Attach proof of brainstorming	Elocution Label and Underline elements in paper
☐ Sorted ANI Chart (p3)	☐ [P1] Parallelism 1: Words Worksheet (p19)

- ١. Introduction
  - a. Thesis
  - b. Enumeration
  - c. Exposition
    - i. Proof 1, 2, 3
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence
- Proof 2 III.
  - a. (as with proof 1)
- Proof 3 IV.
  - a. (as with proof 1)
- IV. Conclusion (single sentence)
  - b. Thesis
  - c. Summary of Proofs
    - i. Proof 1, 2, 3
- ☐ Check mechanics (grammar, punctuation, capitalization, spelling...)

<b>Book:</b>					

Invention Attach proof of brainstorming	Elocution Label and Underline elements in paper
☐ Sorted ANI Chart (p3) ☐ Comparison 1: Similarities (p23)	☐ [P1] Parallelism 1: Words (p19) ☐ [AV] Active verbs (p29)

- I. Introduction
  - a. Exordium (Attention getter- p24)
  - b. Thesis
  - c. Enumeration
  - d. Exposition
    - i. Proof 1, 2, 3
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence
- Proof 2 III.
  - a. (as with proof 1)
- Proof 3 IV.
  - a. (as with proof 1)
- V. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
- ☐ Check mechanics (grammar, punctuation, capitalization, spelling...)

<b>Book:</b>				

Invention Attach proof of brainstorming	Elocution Label and Underline elements in paper
☐ Comparison 1: Similarities (p23)	<ul> <li>□ [P1] Parallelism 1: Words (p19)</li> <li>□ [AV] Active verbs (p29)</li> <li>□ [P2] Parallelism 2: Phrases &amp; Clauses (p42)</li> </ul>

- I. Introduction
  - c. Exordium (Attention getter- p24)
  - a. Thesis
  - b. Enumeration
  - c. Exposition
    - i. Proof 1, 2, 3
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence
- Proof 2 III.
  - a. (as with proof 1)
- Proof 3 IV.
  - a. (as with proof 1)
- V. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification (p37)
    - i. To Whom it matters
    - ii. Why it matters to them
- ☐ Check mechanics (grammar, punctuation, capitalization, spelling...)

<b>Book:</b>				

<u>Invention</u>	<u>Elocution</u>
Attach proof of brainstorming	Label and Underline elements in paper
☐ Sorted ANI Chart (p3) ☐ Comparison 1: Similarities (p23) ☐ Comparison 2: Differences (p35) ☐ Definition (p51)	☐ [P1] Parallelism 1: Words (p19) ☐ [AV] Active verbs (p29) ☐ [P2] Parallelism 2: Phrases & Clauses (p42) ☐ [Ant] Antithesis (p59)

- I. Introduction
  - a. Exordium (Attention getter- p24)
  - b. Division (opposing view- p53)
    - i. Agreement
    - ii. Disagreement
      - 1. Thesis
      - 2. Counter-thesis
  - c. Distribution
    - i. Thesis
    - ii. Enumeration
    - iii. Exposition
      - 1. Proof 1, 2, 3 (must be parallel)

- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence
- III. Proof 2
  - a. (as with proof 1)
- IV. Proof 3
  - a. (as with proof 1)
- V. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification (p37)
    - i. To Whom it matters
    - ii. Why it matters to them
- □ Check mechanics (grammar, punctuation, capitalization, spelling ...)

<b>Book:</b>								

Invention Attach proof of brainstorming	Arrangement  ☐ Exordium (p24)  ☐ Amplification	Elocution Label and Underline elements in paper
☐ Sorted ANI Chart (p3) ☐ Comp. 1: Similarities (p23) ☐ Comp. 2: Differences (p35) ☐ Definition (p51) ☐ Circumstance (p65)	(p37) □ Division (p53) □ Refutation (p66)	<ul> <li>□ [P1] Parallelism 1: Words (p19)</li> <li>□ [AV] Active verbs (p29)</li> <li>□ [P2] Parallelism 2: Phrases &amp; Clauses (p42)</li> <li>□ [Ant] Antithesis (p59)</li> <li>□ [Sim] Similes (p75)</li> </ul>

- I. Introduction
  - a. Exordium (Attention getter)
  - b. Division (opposing view)
    - i. Agreement
    - ii. Disagreement
      - 1. Thesis
      - 2. Counter-thesis
  - c. Distribution
    - i. Thesis
    - ii. Enumeration
    - iii. Exposition
      - 1. Proof 1, 2, 3 (must be parallel)
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence

- III. Proof 2
  - a. (as with proof 1)
- IV. Proof 3
  - a. (as with proof 1)
- V. Refutation (opposite position)
  - a. Counter-thesis
  - b. Counter proof 1
    - i. Summary of support for reason 1
    - ii. Inadequacy of reason 1
  - c. Counter proof 2
    - i. Summary of support for reason 2
    - ii. Inadequacy of reason 2
  - d. Summary of Refutation
- VI. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification
    - i. To Whom it matters
    - ii. Why it matters to them
- □ Check mechanics (grammar, punctuation, capitalization, spelling ...)

<b>Book:</b>				

<u>Invention</u>	<u>Elocution</u>						
Attach proof of brainstorming	Label and Underline elements in paper						
☐ Sorted ANI Chart (p3)	☐ [P1] Parallelism 1: Words (p19)						
☐ Comp. 1: Similarities (p23)	☐ [AV] Active verbs (p29)						
☐ Comp. 2: Differences (p35)	☐ [P2] Parallelism 2: Phrases & Clauses (p42)						
☐ Definition (p51)	☐ [Ant] Antithesis (p59)						
☐ Circumstance (p65)	☐ [Sim] Similes (p75)						
☐ Relation (Cause & Effect) (p79)	☐ [All] Alliteration (p87)						

- I. Introduction
  - a. Exordium (Attention getter- p24)
  - b. Narratio (background- p81)
    - i. Situation
    - ii. Actions
  - c. Division (opposing view- p53)
    - i. Agreement
    - ii. Disagreement
      - 1. Thesis
      - 2. Counter-thesis
  - d. Distribution
    - i. Thesis
    - ii. Enumeration
    - iii. Exposition
      - 1. Proof 1, 2, 3 (must be parallel)
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence

- III. Proof 2
  - a. (as with proof 1)
- IV. Proof 3
  - b. (as with proof 1)
- V. Refutation (opposite position- p66)
  - a. Counter-thesis
  - b. Counter proof 1
    - i. Summary of support for reason 1
    - ii. Inadequacy of reason 1
  - c. Counter proof 2
    - i. Summary of support for reason 2
    - ii. Inadequacy of reason 2
  - d. Summary of Refutation
- VI. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification (p37)
    - i. To Whom it matters
    - ii. Why it matters to them
- ☐ Check mechanics (grammar, punctuation, capitalization, spelling ...)

<b>Book:</b>								

<u>Invention</u>	Elocution					
Attach proof of brainstorming	Label and Underline elements in paper					
□ Sorted ANI Chart (p3) □ Comp. 1: Similarities (p23) □ Comp. 2: Differences (p35) □ Definition (p51) □ Circumstance (p65) □ Relation (Cause & Effect) (p79) □ Testimony (eye witnesses & character witnesses) (p92)	☐ [P1] Parallelism 1: Words (p19) ☐ [AV] Active verbs (p29) ☐ [P2] Parallelism 2: Phrases & Clauses (p42) ☐ [Ant] Antithesis (p59) ☐ [Sim] Similes (p75) ☐ [All] Alliteration (p87) ☐ [Met] Metaphors (p96)					

- I. Introduction
  - a. Exordium (Attention getter- p24)
  - b. Narratio (background- p81)
    - i. Situation
    - ii. Actions
  - c. Division (opposing view- p53)
    - i. Agreement
    - ii. Disagreement
      - 1. Thesis
      - 2. Counter-thesis
  - d. Distribution
    - i. Thesis
    - ii. Enumeration
    - iii. Exposition
      - 1. Proof 1, 2, 3 (must be parallel)
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence

- III. Proof 2
  - a. (as with proof 1)
- IV. Proof 3
  - a. (as with proof 1)
- V. Refutation (opposite position- p66)
  - a. Counter-thesis
  - b. Counter proof 1
    - i. Summary of support for reason 1
    - ii. Inadequacy of reason 1
  - c. Counter proof 2
    - i. Summary of support for reason 2
    - ii. Inadequacy of reason 2
  - d. Summary of Refutation
- VI. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification (p37)
    - i. To Whom it matters
    - ii. Why it matters to them
- □ Check mechanics (grammar, punctuation, capitalization, spelling ...)

<b>Book:</b>					

## LTW Persuasive Essay (9)

<u>Invention</u>	Elocution
Attach proof of brainstorming	Label and Underline elements in paper
☐ Sorted ANI Chart (p3) ☐ Comp. 1: Similarities (p23) ☐ Comp. 2: Differences (p35) ☐ Definition (p51) ☐ Circumstance (p65) ☐ Relation (Cause & Effect) (p79) ☐ Testimony (p92)	☐ [P1] Parallelism 1: Words (p19) ☐ [AV] Active verbs (p29) ☐ [P2] Parallelism 2: Phrases & Clauses (p42) ☐ [Ant] Antithesis (p59) ☐ [Sim] Similes (p75) ☐ [All] Alliteration (p87) ☐ [Met] Metaphors (p96) ☐ [As] Assonance (p103)

- I. Introduction
  - a. Exordium (Attention getter- p24)
  - b. Narratio (background- p81)
    - i. Situation
    - ii. Actions
  - c. Division (opposing view- p53)
    - i. Agreement
    - ii. Disagreement
      - 1. Thesis
      - 2. Counter-thesis
  - d. Distribution
    - i. Thesis
    - ii. Enumeration
    - iii. Exposition
      - 1. Proof 1, 2, 3
- II. Proof 1
  - a. Topic Sentence
  - b. Sub-proof 1
  - c. Sub-proof 2
  - d. Sub-proof 3
  - e. Clincher Sentence

- III. Proof 2
  - a. (as with proof 1)
- IV. Proof 3
  - a. (as with proof 1)
- V. Refutation (opposite position- p66)
  - a. Counter-thesis
  - b. Counter proof 1
    - i. Summary of support for reason 1
    - ii. Inadequacy of reason 1
  - c. Counter proof 2
    - i. Summary of support for reason 2
    - ii. Inadequacy of reason 2
  - d. Summary of Refutation
- VI. Conclusion
  - a. Thesis
  - b. Summary of Proofs
    - i. Proof 1, 2, 3
  - c. Amplification (p37)
    - i. To Whom it matters
    - ii. Why it matters to them
- □ Check mechanics (grammar, punctuation, capitalization, spelling ...)

<b>Book:</b>						

#### **Comparison Essay**

<u>Invention</u>	Elocution						
Attach proof of brainstorming	Label and Underline elements in paper						
☐ Sorted ANI Chart (convert to Similarities and	☐ [P1] Parallelism 1: Words (p19) ☐ [AV] Active verbs (p29)						
Differences)  ☐ Comp. 1: Similarities (p23)	☐ [P2] Parallelism 2: Phrases/ Clauses (p42)						
☐ Comp. 2: Differences (p35)	☐ [Ant] Antithesis (p59)						
☐ Definition (p51)	☐ [Sim] Similes (p75)						
☐ Circumstance (p65)	☐ [All] Alliteration (p87)						
☐ Relation (Cause & Effect) (p79)	☐ [Met] Metaphors (p96)						
☐ Testimony (p92)	☐ [As] Assonance (p103)						

- I. Introduction
  - a. Exordium (Attention getter- p24)
  - b. Narratio (background- p81)
    - i. Situation, Actions, Background of A&B
  - c. Division (opposing view- p53)
    - i. Agreement
    - ii. Thesis (similar or different?)
    - iii. Enumeration
    - iv. Exposition
      - 1. Proof 1, 2, 3 (must be parallel)

- II. Proof 1
  - a. Topic Sentence
  - b. A's details: Assertion, Example, Explanation
  - c. B's details: Assertion, Example, Explanation
  - d. Clincher Sentence
- III. Proof 2
  - a. (as with proof 1)
- IV. Proof 3
  - a. (as with proof 1)
- V. Conclusion
  - a. Recapitulation
    - i. Restate A &B
    - ii. Summarize 3 Proofs
  - b. Amplification (p37)
    - i. Which is better. A or B?
  - c. Clincher (reflect essay title)
- ☐ Check mechanics (grammar, punctuation, capitalization, spelling ...)