**Jump Start Micro-Enterprise Credential: Effective Writing Quiz Teacher Guide**

(Updated: July 2016)

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| **Part 1: Topic Sentence Quiz** | | | | | | |
| **Are the sentences below topic sentences? (A topic sentence states the main point of a paragraph.)** | | | **Yes** | | **No** | |
| S1 | The vehicle the home remodeling company will buy must have a variety of mission-critical capabilities. | | ✔ | |  | |
| *This is a complete sentence that states a key theme: vehicles must have mission-critical capabilities. It is a topic sentence.* | | | | | | |
| S2 | The commercial van, customized with different drawers and shelves. | |  | | ✔ | |
| *This is not a complete sentence. To make this sentence fragment a full sentence, the writer could add: “The commercial van, customized with different drawers and shelves, has more efficient space than a pick-up truck.”* | | | | | | |
| S3 | The commercial van has several advantages versus a pickup truck. | | ✔ | |  | |
| *This is a complete sentence that states a key theme: the van is better than the pick-up.* | | | | | | |
| S4 | The pickup truck has superior towing capability but lacks secure storage space. | |  | | ✔ | |
| *This is a complete sentence, but is not a topic sentence. It is a supporting sentence that supports the argument that the van is better than the pick-up.* | | | | | | |
| Extra credit: Which of the sentences above is not really a sentence, but instead is a “sentence fragment?” | | S1 | S2 | S3 | | S4 |

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| **Part 2: Logical Order** | | | | | | |
| **Indicate the logical order these sentences should be in, starting with the topic sentence.** | | | **Order (1st, 2nd, 3rd, 4th)** | | | |
| S1 | The commercial van provides secure storage for the very expensive cargo we carry to job sites. | | 2 | | | |
| S2 | Our company should purchase a commercial van based on its advantages versus a pickup truck. | | 1 | | | |
| S3 | The pickup truck, while more powerful, doesn’t offer these secuirty or marketing advantages. | | 4 | | | |
| S4 | We can also use the side of the van as a type of billboard that shows our company name and logo. | | 3 | | | |
| *S2 states the key recommendation of the writer. S1 provides the highest priority supporting point – storage security. S4 provides a secondary point – advertising (which is “nice” but not “essential” like storage security is). S3 provides final supporting points.* | | | | | | |
| Extra credit: Which of the sentences above has a spelling error? | | S1 | | S2 | S3 | S4 |

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| **Part 3: Additional Supporting Detail** | | | |
| **Indicate which sentences below are topic sentences, and which offer additional supporting detail.** | | **Topic** | **Detail** |
| S1 | The pickup truck has both greater towing capacity and more interior room for co-worker passengers. |  | ✔ |
| S2 | The pickup truck has several advantages versus a commercial van. | ✔ |  |
| S3 | The commercial van’s drawer and shelf configurations can be customized to support our business needs. | ✔ |  |
| S4 | Interior drawers are available in different sizes and materials, and can be color-coordinated with our logo. |  | ✔ |
| *S2 is a topic sentence – S1 provides supporting detail. S3 is a topic sentence – S4 provides supporting detail.* | | | |

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| **Part 4: Standard Organization of a Business Memo** | | | | | | |
| **List the correct order for each section of a business memo.** | | | **Order (1st, 2nd, 3rd, 4th)** | | | |
|  | Recommendation | | 2 | | | |
|  | Supporting Points | | 3 | | | |
|  | Next Steps | | 4 | | | |
|  | Issue | | 1 | | | |
| Extra credit: A business memo can use bullet points instead of full sentences as supporting points. | | Yes | | ✔ | No |  |

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| **Writing Exercise #1: Dress Code Writing Exemplar** |
| **Task #1: Key Points**  Assignment: recommendations for a school dress code.  Dress code should be written down.  Student appearance should always be neat  Dress should not cause disruptions  Should include Casual Fridays  Dress should be casual and comfortable to create an inviting culture  Should have “spirit days” to dress up in school colors |
| **Task #2: Topic Sentences**  This email includes my recommendations for our school dress code.  All students should receive a written copy of our dress code.  Our high school dress code should always require student dress to be neat as a role model for nearby middle school students.  The dress code should forbid students from wearing clothes that would cause a disruption in school.  The dress code should allow teachers and students to dress more comfortably on Casual Fridays.  Our dress code should be casual and comfortable to reflect our inclusive school culture.  Our dress code should include “spirit days” where students and teachers are asked to dress in our school colors. |
| **Task #3: Logical Order**  This email includes my recommendations for our school dress code.  Our dress code should be casual and comfortable to reflect our inclusive school culture.  Our high school dress code should always require student dress to be neat as a role model for nearby middle school students.  The dress code should forbid students from wearing clothes that would cause a disruption in school.  The dress code should allow teachers and students to dress more comfortably on Casual Fridays.  Our dress code should include “spirit days” where students and teachers are asked to dress in our school colors.  All students should receive a written copy of our dress code once it is approved by our principal. |
| **Task #4: Add Supporting Detail**  This email includes my recommendations for our school dress code.  Our dress code should be casual and comfortable to reflect our inclusive school culture.  Our high school dress code should always require student dress to be neat as a role model for nearby middle school students. This would eliminate clothing that is torn or dirty.  The dress code should forbid students from wearing clothes that would cause a disruption in school. This would eliminate clothes that are too revealing and clothing that has disruptive written messages. If there is a question the principal or assistant principal should decide which clothing is causing a disruption.  The dress code should allow teachers and students to dress more comfortably on Casual Fridays. This would include blue jeans for teachers and shorts for students.  Our dress code should include “spirit days” where students and teachers are asked to dress in our school colors. Spirit days help our school celebrate our culture, bringing students and teachers closer together.  All students should receive a written copy of our dress code once it is approved by our principal. |
| **Writing Exercise #2: Purchasing a New Vehicle for Your Small Business** |
| **Task #1: Key Points**  Assignment: recommend which vehicle to purchase  Next step: put a down payment down on a loan and finalize our loan  Van is moving billboard  Van protects items from weather  Less space for co-workers / passengers  More, better organized interior space  Pick-up truck advantages not important to us |
| **Task #2: Topic Sentences**  This memo recommends that our company buy a commercial van.  Once the bank approves our loan we should put a down payment down on the van we want to order.  The large company on the side of our van will help advertise our company.  The van’s interior space will protect the expensive materials we install from the weather.  Vans don’t provide the same amount of seating for company workers going to a job site.  Vans provide lots of interior space that is organized and secure.  The advantages of a pick-up truck are not important to our business. |
| **Task #3: Logical Order**  This memo recommends that our company buy a commercial van.  Vans provide lots of interior space that is organized and secure.  The van’s interior space will protect the expensive materials we install from the weather.  The large company on the side of our van will help advertise our company.  Vans don’t provide the same amount of seating for company workers going to a job site.  The van is a better choice because the advantages of a pick-up truck are not important to our business.  Once the bank approves our loan we should put a down payment down on the van we want to order. |
| **Task #4: Add Supporting Detail**  This memo recommends that our company buy a commercial van.  Vans provide lots of interior space that is organized and secure. Since we install a lot of different types of materials in the homes of our customers, the van will help us keep our materials organized and safe from theft.  The van’s interior space will also protect the expensive materials we install from the weather.  The large company on the side of our van will help advertise our company. This will save us money in advertising budget, which will make the van more affordable.  Vans don’t provide the same amount of seating for company workers going to a job site. This means that we will need to ask co-workers to use their own vehicles to get to job sites.  The van is a better choice because the advantages of a pick-up truck are not important to our business. We don't need to load heavy pallets of items. We don’t need to tow trailers. We don’t drive off-road.  Once the bank approves our loan we should put a down payment down on the van we want to order. |