

**Wickenburg Unified School District
Wickenburg High School
CTE Academic Integration**

School Wide Writing Style Handbook

**Denise Rogers-Thomason / CTE Business/Marketing
drogers@wickenburg.k12.az.us**

**Sue Baker / English
sbaker@wickenburg.k12.az.us**

Grade Level Participation: Certified Staff



Project:

This year the English Department and the Business/Marketing portion of CTE wanted to begin to put together a Writing Style Handbook for the High School staff, this is something we have wanted to do for several years now. We began by putting together an outline of what we thought would be good to have included in this Writing Style Handbook. This is what we decided:

- Templates would include how these writing formats are formatted in Microsoft Word; the following are the first set of templates that would be created
 - Memo's
 - Personal Business Letters
 - Business Letters
 - MLA & APA research paper
 - Lab reports
 - Essay
 - Resumes
- Examples of how these writing formats would look like completed
- Standards listed for each item in regards to Language Arts, BMAS, Marketing, Workplace, and Technology
- How these items could be used in various classrooms

To see how the staff felt about these items Sue and I developed a survey and asked the staff to complete it (all but eight people on the staff completed this for us) – the survey is below.

Survey:

To WHS Staff:

We all have our student write in our classes on a regular basis. Sue and I (Denise) have been discussing for several years creating a school wide Writing Style Handbook – we are finally doing it this year. We would like to gather some information from each of you so that this handbook is useful in all areas of our school and beneficial to both staff and students.

If you would please answer the questions below and return to myself or Sue either by printing and putting into our boxes if you wish to remain anonymous or by sending it back as an attachment by e-mail.

Questions:

1. What type of writing do you typically assign during the year? Check as many as you like.

<input type="checkbox"/> Essay <input type="checkbox"/> Book report <input type="checkbox"/> Research paper	<input type="checkbox"/> Letters (personal or business style) <input type="checkbox"/> Memo <input type="checkbox"/> Outlines
-------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

- Resumes
 Lab reports
 Other
2. Do you expect a certain format to the written assignments that you assign?
 - Yes
 - No

 3. Would you be in favor of having a school wide standard format for the list of items mentioned in question 1?
 - Yes
 - No

 4. Would you be more likely to use some of these writing styles (mentioned in question #1) in your class if we provided suggestions/examples on how each could be used in various academic subject areas?
 - Yes
 - No

 5. Would you want to see listed in this handbook what standards you may be hitting in other areas when you assign various written assignments?
 - Yes
 - No

 6. Would you like to have instructions and student handouts on how to properly format the listed written style's in question 1?
 - Yes
 - No

 7. Would you prefer this standard Writing Style Handbook be in a binder or a PDF you can access on the staff server?
 - Binder
 - Server
 - Both

Additional optional information:

If you use any of the following writing styles would you please indicate in what subject, how often you use it during the school year, and some details about the assignment you assign with this writing format?

Essay

Book report

Research paper

Letters (personal or business style)

Memo

Outlines

Resumes

Lab reports

Thank you for filling this survey out – we hope we can put together a product that will be very useful to each of you and create some consistency for our students here at WHS.

Sue Baker
Denise Rogers-Thomason

Survey Results:

Overwhelmingly the staff does expect a certain format in writing assignments, 72% would like to see a school wide writing format, and 86% would like to see what other standards they are covering in other areas other than their own. Last of all, overwhelmingly, the staff would like to see this Writing Style Handbook to be on both the server and in binder format.

After getting all the results back from the staff – We were only able to compile the standards of the above area but did not get any further. We have applied for an Opportunity Grant through West-MEC for us to continue to develop this over the next three years. So in year two we want to put together the templates for the above mentioned styles as well as the examples. In year three and four we would like to add in standards for other academic and CTE areas in the school as well as add to the Writing Style Handbook with Organizational Charts (note taking techniques), note cards, portfolio's, and how to properly put together a PowerPoint for classroom presentations.

Standards The Handbook Will Initially List:

Business

Marketing option C

Business Management & Administrative Services

English

Technology

Work Place