

Writing at College Level

Start MS Word



Left click
Start button

Select All
Programs

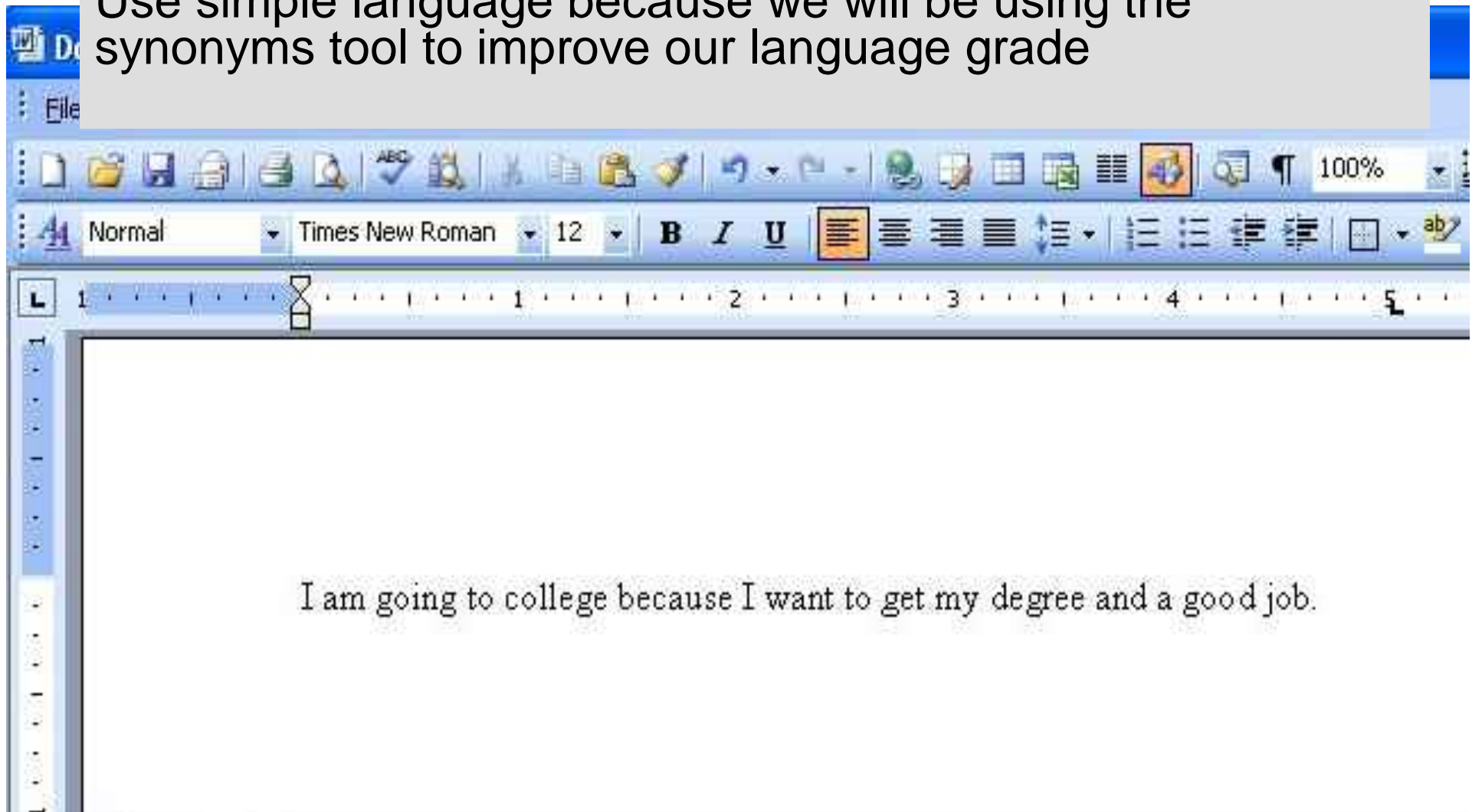
Go to
Microsoft
Office

Double Left
click on MS
Word

Typing a Topic Sentence

Type in a topic sentence explaining what their paper is about

Use simple language because we will be using the synonyms tool to improve our language grade



Fact One



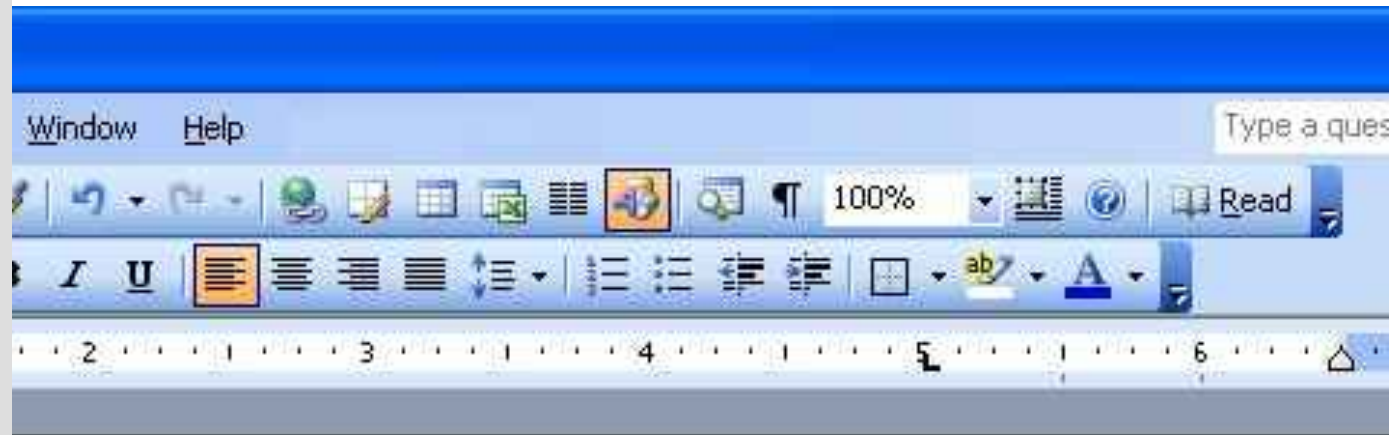
I am going to college because I want to get my degree and a good job. I want my degree because I want a good paying job as well as future for my family and me.

Type in a sentence explaining why you want your degree or diploma

Type a sentence explaining why your college is the right school for you

How will your college help you achieve your goals

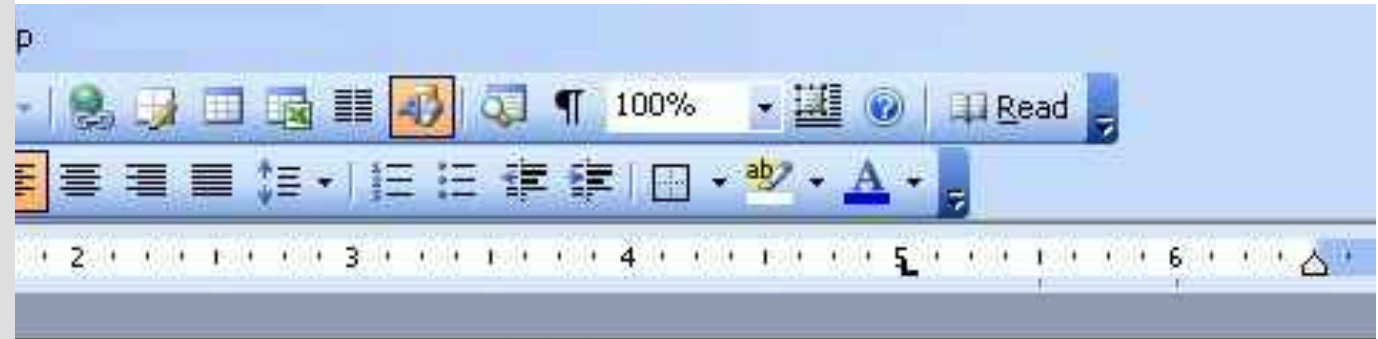
Fact Two



I am going to college because I want to get my degree and a good job. I want my degree because I want a good paying job as well as future for my family and me. I feel like my college is a great school for me to accomplish these goals at, they have small classes and teachers who are willing to work with you to meet your goals.

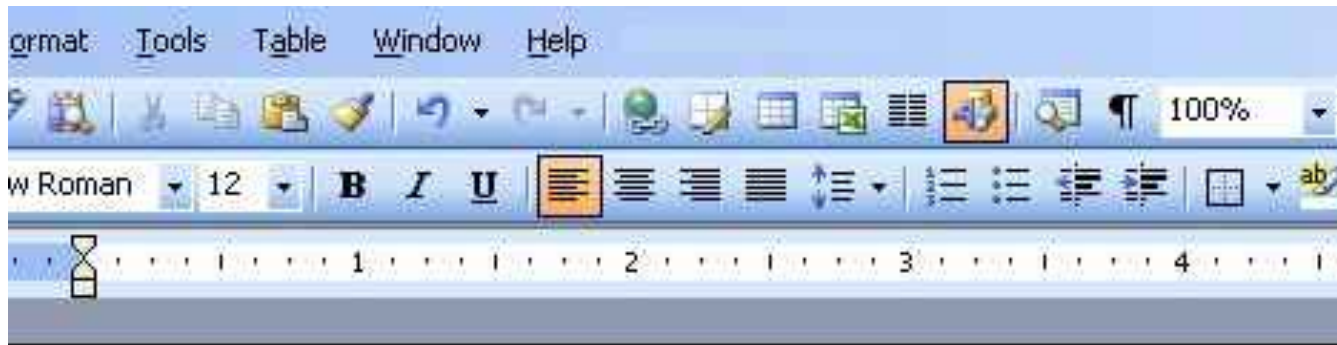
Type a sentence explaining what you will do while you are in school to achieve your goals

Fact Three



I am going to college because I want to get my degree and a good job. I want my degree because I want a good paying job as well as future for my family and me. I feel like my college is a great school for me to accomplish these goals at, they have small classes and teachers who are willing to work with you to meet your goals. While attending college I plan to come to class everyday on time and use some of my personal time to study so I can receive good grades.

Conclusion



Type a sentence explaining what you want to happen when you leave college

What do you think you will be feeling when you graduate?

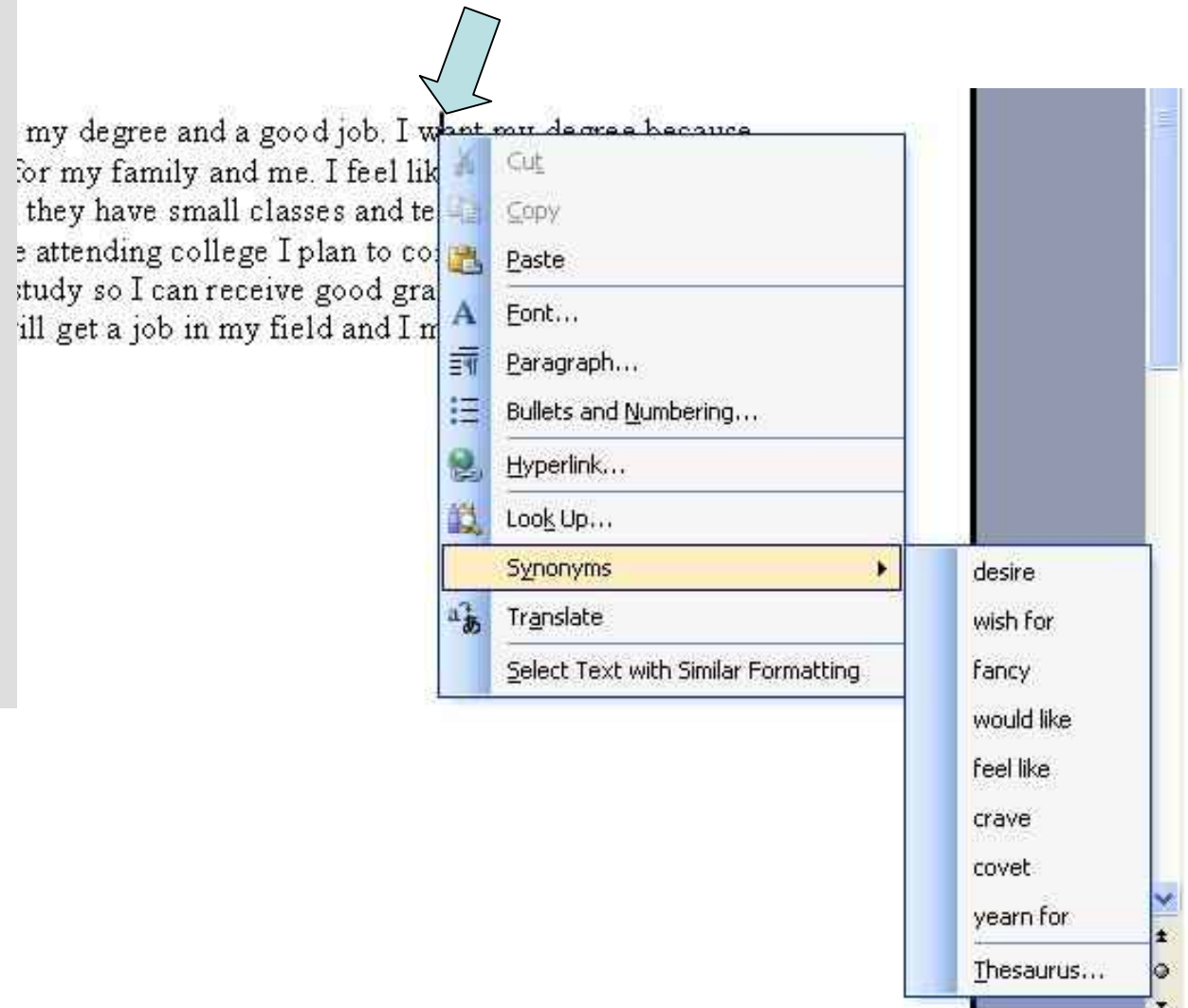
I am going to college because I want to get my degree and a good job. I want a good paying job as well as future for my family and me. I feel that going to school for me to accomplish these goals at, they have small classes and I can work with you to meet your goals. While attending college I plan to come to class everyday on time and use some of my personal time to study so I can receive good grades. Once I graduate that will be the happiest day of my life, I will get a job in my field and I might want to come back to college to pursue a higher degree.

Synonyms

Right click on the word “want”

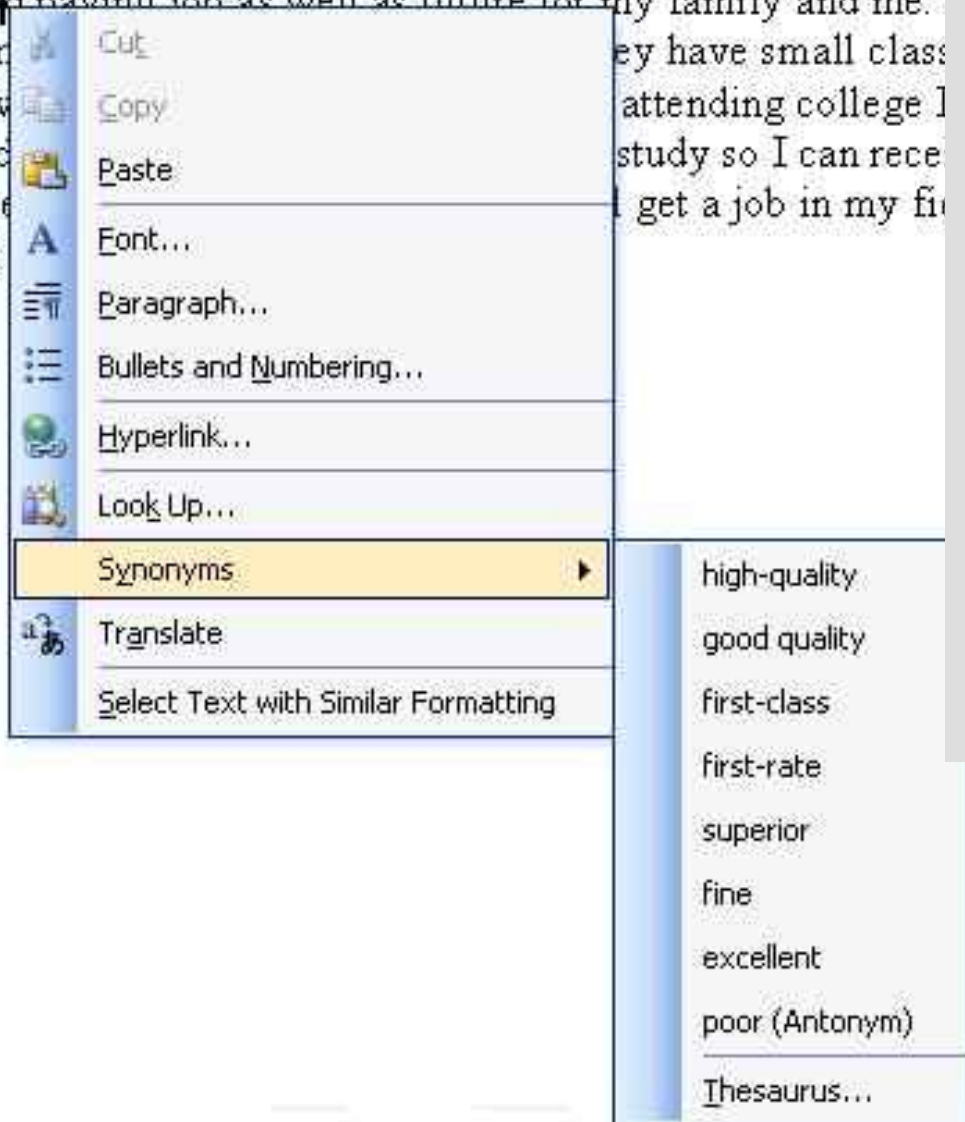
Highlight the word “Synonyms” on the list

Select a word from the list to replace the word “want”



Synonyms

I am going to college because I desire to get my degree and a good job. I want my degree because I want a good paying job as well as future for my family and me. It is a great school for me because they have small classes and I am willing to work while attending college. I am willing to work everyday on time and study so I can receive my degree. I graduate that will be a great job. I will get a job in my field. I will come back to college.



The image shows a right-click context menu over a text document. The menu items are: Cut, Copy, Paste, Font..., Paragraph..., Bullets and Numbering..., Hyperlink..., Look Up..., Synonyms (highlighted), Translate, and Select Text with Similar Formatting. The Synonyms option is expanded, showing a list of words: high-quality, good quality, first-class, first-rate, superior, fine, excellent, poor (Antonym), and Thesaurus...

Right click on the word "good"

Highlight the word "Synonyms" on the list

Select a word from the list to replace the word "good"

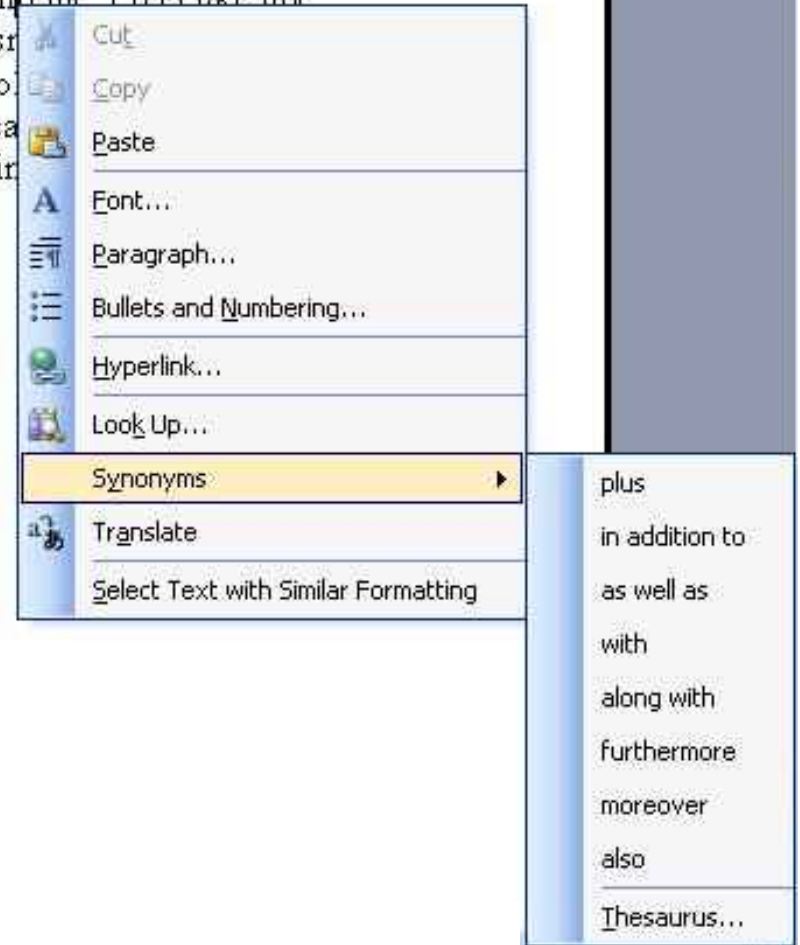
Synonyms

I am going to college because I desire to get my degree and a good job. I want my degree as future for my family and me. I feel like my these goals at, they have sr goals. While attending col sonal time to study so I ca my life, I will get a job in degree.

Right click on the word “and”

Highlight the word “Synonyms” on the list

Select a word from the list to replace the word “and”



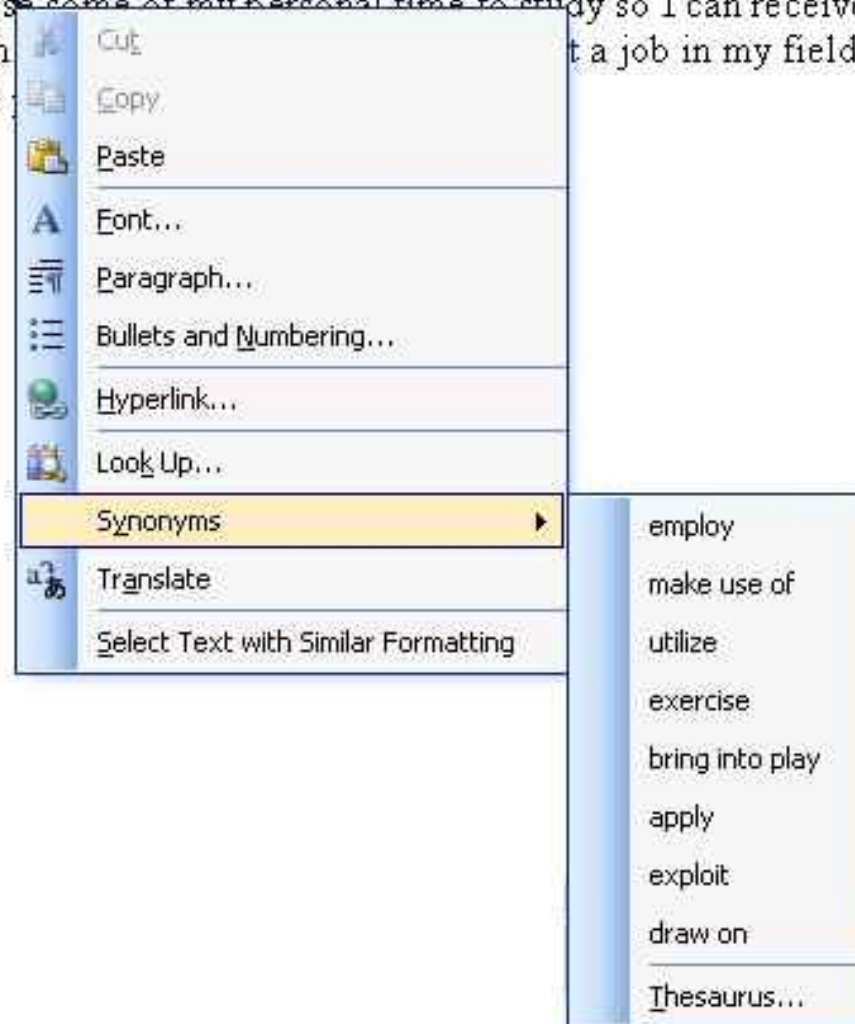
Synonyms

I am going to college because I desire to get my degree and a good job. I want my degree because I want an excellent paying job as well as future for my family as well as me. I feel like my college is a great school for me to accomplish these goals at, they have small classes and teachers who are willing to work with you to meet your goals. While attending college I plan to come to class everyday on time and use some of my personal time to study so I can receive good grades. I want to get a job in my field and I

Right click on the word “use”

Highlight the word “Synonyms”

Select a word for the list to replace the word “use”



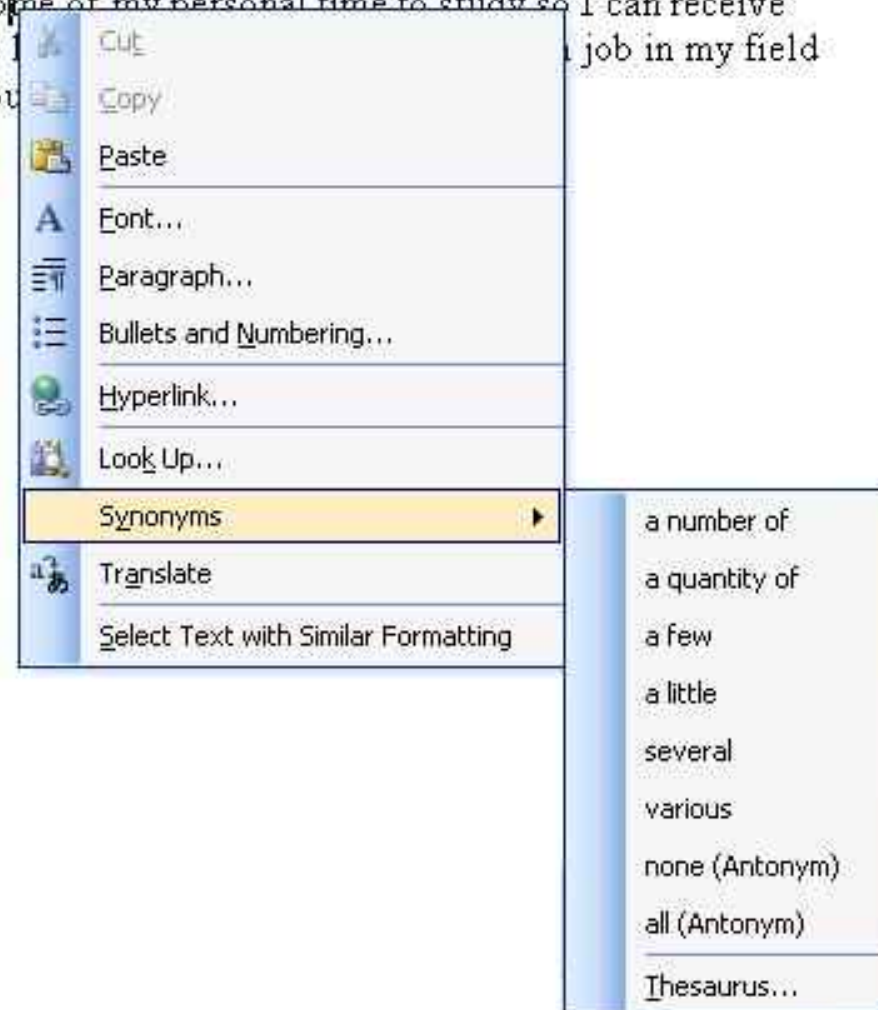
Synonyms

I am going to college because I desire to get my degree and a good job. I want my degree because I want an excellent paying job as well as future for my family as well as me. I feel like my college is a great school for me to accomplish these goals at, they have small classes and you to let your goals. While attending college I plan to utilize some of my personal time to study so I can receive be the job in my field ge to pu

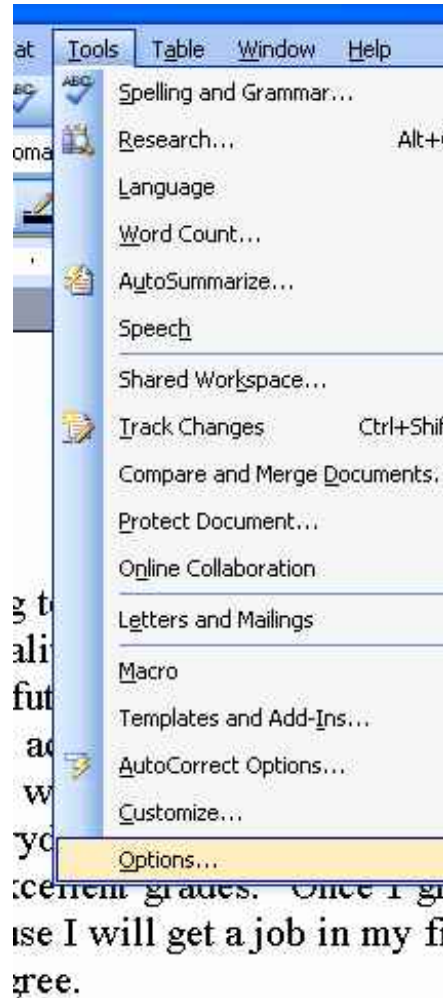
Right click on the
“some”

Highlight the word
“Synonyms”

Select a word for
the list to replace
the word “some”



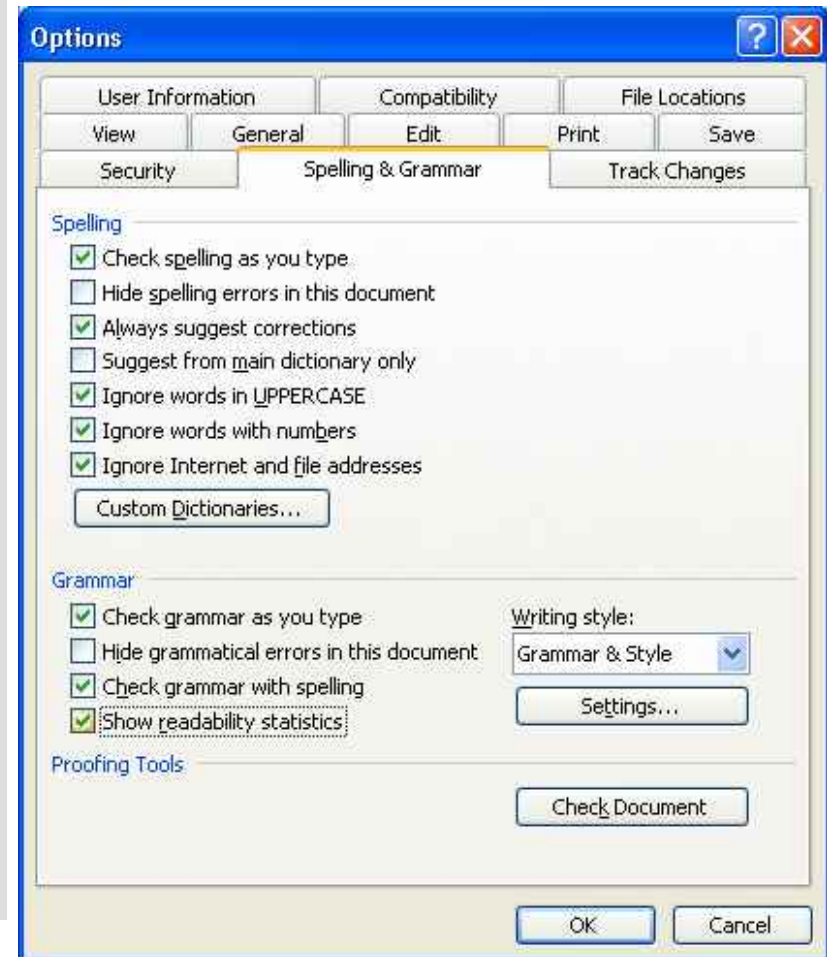
Show Readability Statistics



Select "Tools" on the menu and pick "Options"

On the Options window select the Spelling and Grammar tab

Place a check mark at "Show readability statistics"

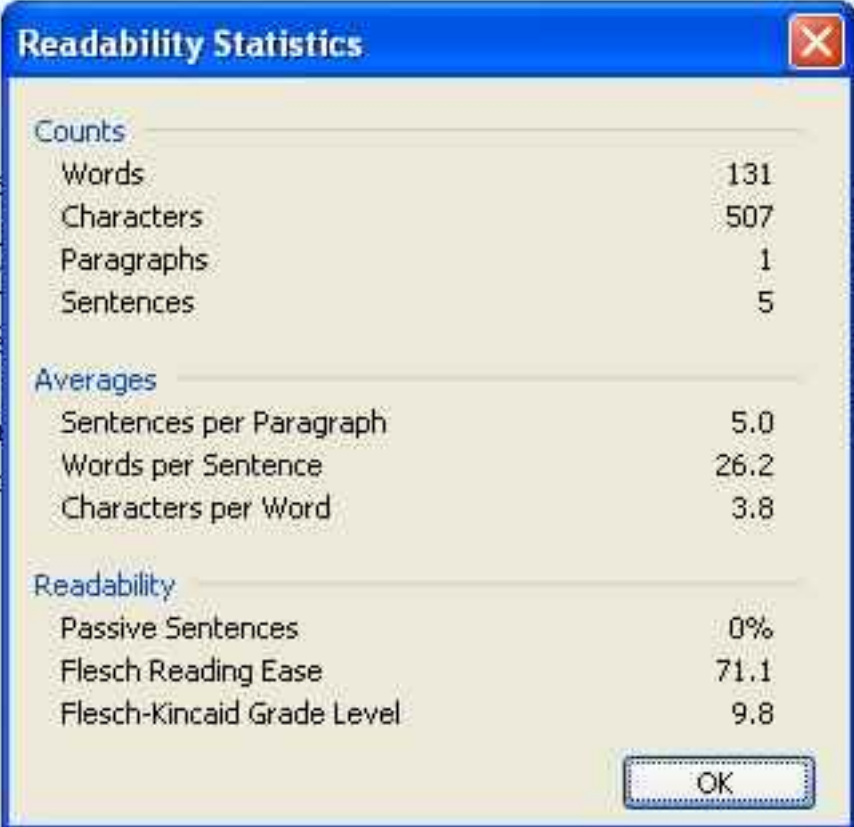


Running Spell Check

Press the function key, F7 to run spell check

Make any corrections

Readability Statistics window appears to evaluate your work



The screenshot shows a 'Readability Statistics' dialog box with a blue title bar and a close button. The dialog is divided into three sections: 'Counts', 'Averages', and 'Readability'. The 'Counts' section lists Words (131), Characters (507), Paragraphs (1), and Sentences (5). The 'Averages' section lists Sentences per Paragraph (5.0), Words per Sentence (26.2), and Characters per Word (3.8). The 'Readability' section lists Passive Sentences (0%), Flesch Reading Ease (71.1), and Flesch-Kincaid Grade Level (9.8). An 'OK' button is located at the bottom right of the dialog.

Counts	
Words	131
Characters	507
Paragraphs	1
Sentences	5

Averages	
Sentences per Paragraph	5.0
Words per Sentence	26.2
Characters per Word	3.8

Readability	
Passive Sentences	0%
Flesch Reading Ease	71.1
Flesch-Kincaid Grade Level	9.8

Save as your Work

- Save your file as Writing at College Level
- Close your file

Open a New File

Write your own paragraph with your own topic sentence, 3 supporting sentences containing facts and a conclusion.

Your paragraph should have between a 10th to 12th grade level.

Save your file as Writing at College Level 2

Repeat the exercise two more times.