

~ Writing and Proofreading Practice ~



Personal Writing: Reflective Essay (page 761)

Drafting: Use Transition Words

You can help yourself get organized and create smooth bridges between sentences by using transition words. Use this **LIST OF TRANSITIONS** for ideas.

Look through this list and decide which words might be most useful to you in linking events and ideas in your reflective essay. Use those words as you write your draft.

To Show the Relationship of Two or More Events

a year ago	at last	finally	previously
afterward	at the same time	following	simultaneously
already	during	in a little while	soon
as	earlier	later	subsequently

To Locate an Event in Time

at dawn	daily	late in the day	today
at lunch time	in the summer	next fall	when I was eleven
at six o'clock	in the winter	now	when school began
at sundown	last year	that spring	yesterday

To Show That an Event Was Repeated

again and again	daily	now and then	rarely
always	every year	often	regularly
continually	frequently	once in a while	routinely

To Show How Long an Event Lasted

all day long	for a year	since	until
during	from . . . to	throughout	while

To Compare and Contrast

although	however	likewise	otherwise
as	in contrast	nevertheless	similarly
equally	just as	on the contrary	still

To Add Information or Emphasize a Point

additionally	another	especially	furthermore
again	as well as	for this reason	in other words
also	besides	for example	most importantly

To Conclude

all in all	finally	therefore	to summarize
consequently	in conclusion	thus	ultimately

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Narrative Writing: Short Story (page 192)

Revising: Clear Up the Sequence of Events

Transitions link ideas, sentences, and paragraphs. They make your writing coherent; that is, they make the relationships between ideas, sentences, and paragraphs clear. In a short story, the most useful transitions show temporal relationships, the ways that events are related in time.

The **TRANSITIONS FOR TEMPORAL RELATIONSHIPS** below will help you link the events in your short story.

To Show That an Event Followed Another

after	eventually	in a little while	subsequently
after a while	finally	later	then
afterward	following	next	
at last	in a few hours	soon	

To Show That Events Happened at the Same Time

as	during	meanwhile
at that time	in the meantime	simultaneously
at the same time	just then	while

To Show That an Event Preceded Another

a year earlier	before	formerly	once
already	beforehand	in advance of	preceding
an hour earlier	earlier	in the past	previously

To Locate an Event in Time

at dawn	early in the day	next fall	that spring
at daybreak	in 1642	now	today
at lunch time	in the summer	once	tomorrow
at noon	in the winter	once upon a time	when I was eleven
at present	last year	recently	when school began
at six o'clock	late in the day	that morning	when [event]
daily	long ago	that night	yesterday

To Show That an Event Was Repeated

again and again	daily	hourly	rarely
always	every day	incessantly	regularly
annually	every hour	infrequently	repeatedly
ceaselessly	every year	now and then	routinely
constantly	frequently	often	
continually	from time to time	once in a while	

To Show How Long an Event Lasted

all day long	for a while	from . . . to	throughout
briefly	for a year	gradually	until
during	for an hour	since	while

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Personal Writing: Reflective Essay (page 762)

Revising: Revise for Clarity and Precision

Review your diction, or word choice. Is the language you used clear and precise? As you revise, replace words and phrases that are weak or general with more exact words. Choose the most precise words from this **VOCABULARY FOR CLARITY AND PRECISION**. Before using words that are unfamiliar, check their meanings in a dictionary.

Words to Describe Your Attitude

aggravated	exasperated	incensed	vexed
angry	furious	perturbed	
ambiguous	confused	indefinite	skeptical
baffled	doubtful	puzzled	uncertain
animated	encouraged	fervent	motivated
buoyed	energized	galvanized	stimulated
cheered	excited	inspired	stirred
anxious	appalled	horrified	wary
ashamed	embarrassed	humiliated	mortified
brightened	elated	glad	happy
delighted	exhilarated	gladdened	thrilled
contemplative	pensive	serious	subdued
introspective	reflective	somber	thoughtful
content	fulfilled	pleased	self-satisfied
contented	gratified	proud	thankful
curious	fascinated	inquiring	interested
dejected	dispirited	melancholy	sad
depressed	downcast	mournful	saddened
dismayed	uneasy	upset	worried

Words to Describe Your Subject

aggravating	exasperating	irritating	provoking
annoying	infuriating	offensive	vexing
bewildering	confusing	dubious	perplexing
confounding	disconcerting	mystifying	puzzling
cheerful	energizing	inspiring	stimulating
encouraging	exciting	motivating	stirring
alarming	appalling	horrifying	sinister
astonishing	fearful	shocking	terrifying
abhorrent	embarrassing	miserable	shameful
agreeable	delightful	exhilarating	joyful
bright	entertaining	heartwarming	pleasing
fulfilling	gratifying	rewarding	satisfying
captivating	engrossing	entrancing	interesting
depressing	doleful	mournful	sorrowful
dismal	joyless	pitiful	wretched

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Narrative Writing: Personal Narrative (page 533)

REVISING: Assess Your Work

What do you want to convey about yourself through your application essay? Choose a tone that is appropriate. Select words from this **VOCABULARY FOR ACHIEVING TONE** to help you describe your attitude toward the people and events you describe in your personal narrative. Before you use any of these words, check their meanings in a dictionary.

Words to Describe Your Attitude

aggravated	exasperated	incensed	vexed
angry	furious	perturbed	
ambiguous	confused	indefinite	skeptical
baffled	doubtful	puzzled	uncertain
animated	encouraged	fervent	motivated
buoyed	energized	galvanized	stimulated
cheered	excited	inspired	stirred
anxious	appalled	horrified	wary
ashamed	embarrassed	humiliated	mortified
brightened	elated	glad	happy
delighted	exhilarated	gladdened	thrilled
contemplative	pensive	serious	subdued
introspective	reflective	somber	thoughtful
content	fulfilled	pleased	self-satisfied
contented	gratified	proud	thankful
curious	fascinated	inquiring	interested
dejected	dispirited	melancholy	sad
depressed	downcast	mournful	saddened
dismayed	uneasy	upset	worried

Words to Describe People and Events

aggravating	exasperating	irritating	provoking
annoying	infuriating	offensive	vexing
bewildering	confusing	dubious	perplexing
confounding	disconcerting	mystifying	puzzling
cheerful	energizing	inspiring	stimulating
encouraging	exciting	motivating	stirring
alarming	appalling	horrifying	sinister
astonishing	fearful	shocking	terrifying
abhorrent	embarrassing	miserable	shameful
agreeable	delightful	exhilarating	joyful
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fulfilling	gratifying	rewarding	satisfying
captivating	engrossing	entrancing	interesting
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dismal	joyless	pitiful	wretched

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