



Research, Write, Present | Expository Essay Writing Mechanics



Key Concept

First, you captured the attention of your audience in your introduction. Then, you used all the information you gathered and the knowledge you gained to explain your topic. Your essay is well organized and flows smoothly. It ends with a clear, satisfying, and memorable conclusion.

You have written an interesting and informative essay, but poor writing mechanics can still make your exposition hard to read. Good writing mechanics help your readers stay interested in your essay. Editing is finding and correcting problems with writing mechanics.

Word processing tools can help you edit your document. Use spelling and grammar tools to check your work. While these tools can help you edit your essay, they are not substitutes for your good judgment.

Look Ahead

Task: Edit your expository essay.

Goal: Find and correct any mechanical problems in the essay.

You may want to review an example of an *edited expository essay* before you begin.

See the example:
[Edited Expository Essay](#)



Vocabulary

Words to Remember

This page gives basic definitions for some important terms that can help you learn about editing an essay. You can get a more complete definition of each term from [Fact Monster](#)*.

New Words

Edit: Prepare the final version of a creative work by fixing problems with mechanics.

Mechanics: The technical part of writing that includes spelling, punctuation, capitalization, sentence structure, and grammar.

Proofread: Read to find problems with writing mechanics before a document is shared with an audience.

Typographical Error: A problem with writing mechanics that results from a typing or word processing mistake.

Review Words

Antonym: A word that means the opposite of a particular word.

Body: The main content of a written work, not including parts with specific purposes.

Conclusion: A judgment, decision, or solution reached for specific reasons.

Essay: A short written work that makes an important point about a particular topic.

Expository: A type of writing that explains a topic or informs an audience.

Introduction: The beginning of a work that leads into the main body of the work.

Paragraph: A group of sentences focusing on one idea or concept, which begins on a new line and ends with a return to a new line.

Peer: A person who is similar to another, as in age, grade, or career.

Revise: Carefully review and improve the content of a creative work.

Synonym: A word that has the same meaning as another word.

Thesaurus: A reference that contains lists of synonyms and antonyms.

Transition: Movement from one idea or concept to another in a creative work.



Exploration

Learning from the Web

Explore some Web sites that can help you edit your expository essay. Learn how to fix problems with writing mechanics. You want your essay to be easy to read. You do not want readers to be distracted by spelling and grammar errors.

While you explore the following Web sites, think about the guiding questions. You may want to take notes to help you answer the questions. If you think of other questions about editing your writing, keep those in mind too.

Guiding Questions

- Why is editing important?
- What should you concentrate on when you edit?
- What are the strengths and weakness of your writing?

Web Sites

Editing an Essay

- [Proofread the Final Draft](#)* from [Fact Monster](#)*
- [Writing Workshop: Edit](#)* from [Scholastic](#)*
- [Writing Workshop: Review](#)* from [Scholastic](#)*

Word Processing Tools

- [Spelling and Grammar Quick Check](#)* from [About](#)*
- [Spelling and Grammar](#)* from [Florida Gulf Coast University](#)*



Information

What to Know

This page summarizes some of the information from the Web sites you explored. This information helps you learn what you need to know for this activity about editing an essay. You may want to take notes to help you remember the most important points. You can return to the Web sites for more exploration if you want to learn more.

Editing an Essay for Writing Mechanics

Editing is finding and correcting problems with writing mechanics. Good writing mechanics keep readers interested in your essay.

Word processing tools can help you edit your document. You can use tools to help you check both spelling and grammar. These tools can help you edit your essay. They are not substitutes for your good judgment.

Check the following details while you edit:

- Spelling
- Punctuation
- Capitalization
- Sentences (no fragments or run-ons)
- Paragraphing
- Subject-verb agreement
- Verb tense
- Point of view (consistent use of first person or third person)
- Vocabulary (no unnecessary words)

When editing, you can ask yourself questions such as:

- Are all sentences complete and correct?
- Does the essay have any sentence fragments or run-on sentences?
- Do all subjects and verbs agree?
- Does the essay have paragraph breaks that help move the essay along?
- Does the essay include any spelling or typographical errors?



Task

What to Do

Complete the following task to show what you have learned about editing an essay. While you work through the task, think about whether you are achieving the goal. You may want to review an example of an edited expository essay before you begin.

Task: Edit your expository essay.

Goal: Find and correct any mechanical problems in the essay.

See the example: [The Warming of the Earth](#)

1. Open the document containing your revised expository essay.
2. Save the document with a new filename. The new filename should indicate that the document contains your edited expository essay.
3. Edit your essay. Remember to use the spelling and grammar check tools in your word processing application.
4. Remember to save your document often while you work.
5. Review the checklist and revise your edited essay to make sure it is complete.
6. Share your edited essay.

Help Guide

Use the Intel® Education Help Guide to learn technology skills.

Word Processing

[Save document](#)
[Check spelling](#)
[Check grammar](#)

[Search the Help Guide](#)



Task Example

Student Name _____

Date _____

The Warming of the Earth

No one knows for sure why the dinosaurs disappeared, but many theories suggest that a change in environment may have played a significant role. What do dinosaurs have in common with global warming? As a result of global warming our climate is also changing, and if we do not heed the warning of scientists, we too, could become extinct. According to a new report released by the Intergovernmental Panel on Climate Change (IPCC) in Paris, "Scientists have agreed that there is 90% certainty that the burning of fossil fuels and other human activities are driving climate change." Global warming occurs when the gasses from the burning of fossil fuels causes the gasses that are released to become trapped resulting in the greenhouse effect. If the greenhouse effect becomes stronger, it could make the Earth warmer than usual. If the earth becomes even slightly warmer than normal it may cause problems for humans, sea life and the animal kingdom.

Ironically, global warming, enhanced by human activity, is causing serious problem for people around the world. One of the problems caused by global warming is the melting of the Polar Ice Cap and glaciers. When the ice melts, the resulting water flows into the seas causing them to rise. Over the last 100 years the seas have risen 6-8 inches worldwide sometimes causing them to overflow their banks. This can lead to soil erosion and serious flooding which can cause loss of property and destruction of crops. The warming of the seas also causes storms to become more severe. The increasing number of hurricanes is blamed by some on the warmer waters which fuel the storms. The heat waves that have affected the world of late can also be traced to a warming earth. Thousands of people around the world have died from the unusually hot weather. Last, but not least, droughts have become more prevalent around the world because of global warming. The increased droughts threaten our food source. This represents a crisis for people in some parts of the world who do not have enough food to eat because they cannot grow the crops they need.

The warming water also affects sea life. Coral, which is vital to sea life, can become bleached out which causes it to die off. It is important to note that coral reefs harbor more than 25% of all known marine life. Other marine life may be affected when their habitat becomes not fit to live in and their food source disappears. According to a study conducted by Stanford's Institute for International Studies, polar bears, walruses and seals are finding their usual homes are no longer comfortable places to live as the Arctic sea ice melts. The warmer waters are affecting their food supply, breeding and nesting habits and in some cases causing them to become endangered.

Scientists have examined about 1,200 animals of various species and have found that these animals have exhibited temperature-related changes consistent with global warming. This is



causing many species of animals and birds to migrate northward to avoid the warmer weather, and as a result, they are encountering human and man-made barriers, and other serious difficulties. When the cold-hardy arctic fox moved northward to escape the warmer weather, it ran into larger and more aggressive animals with which it could not compete. Global warming is also disrupting the natural cycle of some mammals by causing them to break hibernation sooner than normal.

In all, global warming is already having a devastating effect on the animal kingdom. We now know that humans are disrupting and increasing the natural warming of the Earth by the burning of fossil fuels. Scientists are holding global warming, at least in part, responsible for the melting of the polar ice caps, the increase in devastating storms, the loss of coral and the changing migration patterns in the animal kingdom. Due to the fact that we are all exist on this planet together, the consequences for one group will ultimately affect the others. Unfortunately, According the IPCC report, even if people stopped burning the fossil fuels today, the negative effects of global warming will not be completely eliminated within the next 100 years. In conclusion, if we do not want mankind to go the way of the dinosaurs, it is going to be the responsibility of all of us, to slow down the warming of our planet.