

Write a list-order paragraph about the *characteristics or abilities* needed for a job you are interested in having in the future.

Example Paragraph: Adam Smith  
 ELP 021  
 List-Order Paragraph  
 Draft #1

Qualities of an Auto Mechanic

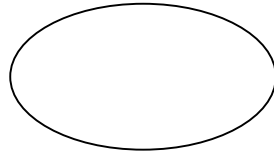
There are three important keys to success as an auto mechanic. First, an auto mechanic must be good with his hands. A lot of the work he does is physical and involves a lot of tools. For instance, to change a belt, he must reach deep into the engine with his hands and move the parts without seeing what he is doing. Another example is changing the oil. The mechanic must use certain tools correctly to open the tank and drain the oil. Second, an auto mechanic must be good at solving problems. In some ways, he is like a doctor. He needs to diagnose the problem and decide how to fix it. For example, the engine might be making funny noises, and the mechanic needs to figure out the cause. Finally, an auto mechanic should be good with people. Many different people come into the shop, including women and young people. A mechanic needs to be polite and helpful. In conclusion, it is important for an auto mechanic to be good with his hands, good at solving problems, and good with people.

Schedule for Paragraph #1

Wednesday, Aug 31	Wednesday, Sep 7	Monday, Sep 12	Wednesday, Sep 14
Finish cluster and outline	First draft of paragraph due. Bring a typed copy of this to class with your outline. Schedule a meeting with Katelyn to review your ideas.	Second draft due. I will meet with you during the computer lab to review grammar.	Final draft of paragraph due. Bring a typed copy of this to class with your outline and earlier drafts. I will grad the final draft.

We will write an in-class list-order paragraph on another topic during Week 4

**Step 1. Get ideas (Cluster):** Put the job you want to write about in the circle in the middle. Next, think of characteristics or abilities needed for the job and put them in circles connected to the middle circle. Then, add details that help explain each characteristic or ability. See page 36 in your writing book for an example of a cluster.



**Step 2. Organize (Outline):** Choose the three characteristics/abilities that you want to put in your paragraph and specific details for each characteristic/ability. (Try to have two or three details to explain each characteristic/ability if you can.) Decide the best order for these ideas and put them in the outline below.

1. Topic sentence
2. Supporting sentences

A. Characteristic/ability #1: \_\_\_\_\_

1.

2.

3.

B. Characteristic/ability #2: \_\_\_\_\_

1.

2.

3.

A. Characteristic/ability #3: \_\_\_\_\_

1.

2.

3.

3. Concluding sentence

**Step 3. Write first draft:** Bring this to class on Wednesday, Sep 7 with your outline.

**Step 4. Revise first draft:** Bring this to class on Wednesday, Sep 13 with your outline and first draft.