**Writer’s Workshop Solutions**

## Writer’s Workshop, Unit 1

This workshop begins with a short proofreading exercise. Writing Application 1.1 requires students to write an introductory letter to you. It should be modeled on the letter shown in Figure 2.1. This is a good opportunity for you to learn about your students and to assess their writing skills as well as their proficiency in grammar, usage, and punctuation.

## Writer’s Workshop, Unit 2

In Skill Checks 2.1 through 2.3, students write sentences as directed.

Answers will vary, suggested responses for 2.1:

1. Although you may prepare one beautiful print résumé, be prepared to customize it for each job opportunity.

2. Candidates who have done their homework are the ones who impress recruiters.

3. Wise candidates make an effort to clean up digital dirt, which is any online photo or information that could damage a candidate’s reputation

4. Jason Jones, who is the president of a small Chicago consulting firm, was about to hire a summer intern when he discovered the student’s Facebook page.

5. Even if the student was merely posturing, the teasing photographs and provocative comments about drinking and drug use made the candidate look immature and unprofessional.

Answers will vary, suggested responses for 2.2:

1. has a better chance of winning a job.

2. is a wise move for job candidates.

3. , you are better able to protect your reputation in cyberspace.

4. can turn potential employers off*.*

5. , rehearse success stories and practice answers to typical questions.

Answers will vary, suggested responses for 2.3:

1. Several panel members will interview each candidate.

2. Because your first contact may be a screening telephone call, be prepared with information nearby.

3. The reason you should screen your incoming telephone calls is to be totally in control.

4. If you are caught off guard when answering the phone, ask whether you may call back in a few minutes.

5. Although your interview questions may not be identical, you can collect many typical questions to practice answering.

6. You should be courteous and congenial to everyone you meet including the receptionist.

7. All managers will be given an opportunity to interview candidates.

8. The applicant we hired sent her thanks in a well-written follow-up message.

9. Although you may be asked many probing questions, be sure you prepare a concise response to “Tell me about yourself.”

10. Please consider the unique skills I have to offer your organization.

Skill Check 2.4 is an editing exercise, and the key is below:

Dear Mrs. Emrick:

As your financial planner, I’m happy to respond to your request for clarification on the tax status of eBay profits.

As you probably know, you can use eBay to clean out your closets or to run a small business. You’re smart to inquire about eBay and it’s tax consequences. Although no definite line separates fun from profit or a hobby from a business, one thing is perfectly clear: the IRS taxes all income.

A number of factors help determine whether hobbies should be considered a business:

* Do you run the operation in a businesslike manner? Who’s helping you with your bookkeeping?
* Do you or your family members depend on the income from eBay for their livelihood?
* Are you selling items for more than they cost you? If you spend in the neighborhood of $4 for a garage sale vase and sell it for $40, the IRS would probably consider this is a business transaction.

Finally, all profits from a business are taxable, even for eBay sellers who are just playing around.

Please call my secretary or me for an appointment to discuss this further.

Sincerely,