### Using Scaffolding Techniques to Teach a Lesson about the Civil War

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#### Abstract

As literacy specialists we believe that all teachers should use scaffolding in the development of lessons in all content area subjects. When teachers use scaffolding as an instructional technique they model the desired learning strategies or tasks for the students throughout the lesson. Scaffolding can be applied in a variety of ways to a variety of lesson formats. This study examines the outcomes of a lesson on the teaching of three Civil War Letters to four sixth-grade special education classes in two school districts. The use of the three letters and the envelope artifacts requires that the teacher teach knowledge by asking the right questions. For some students, to discover or acquire new information seems to be a challenge. This lesson was designed to activate the discovery process through the use of a problem solving approach with the use of a series of vocabulary and comprehension directed reading thinking activities.

**Key Words :** Scaffolding, Social Studies, Discovery, Special Education, Learning Disability, Technology, Zone of Proximal Development, Critical Thinking, Comprehension, Vocabulary.

When scaffolding is done correctly, students are encouraged to develop their own creativity, motivation, and resourcefulness (Vacca. 2008). When a new building is constructed the builder uses scaffolding on the outside of the building to give the builder access to the emerging structure as it is being created. When the building is able to support itself, the builder removes the scaffolding. Like the builder the classroom must provide essential but temporary support to their students. This temporary support will assist students to develop new understandings, new concepts, and new abilities. As students develop control of these abilities, the teachers need to withdraw support and only provide further help for extended or new tasks, understandings, and concepts. In the classroom, scaffolding is a process by which a teacher provides students with a temporary framework for learning. When scaffolding is done correctly, students are encouraged to develop their own creativity, motivation, and resourcefulness. As students gather knowledge and increase their skills on their own, fundamentals of the framework are dismantled. At the completion of the lesson, the scaffolding is removed altogether; students no longer need it (Lawson, 2002)

As literacy teachers for more than 30 years, we believe that teachers should use scaffolding in the development of lessons in all content area subjects. When teachers use scaffolding as an instructional technique they model the desired learning strategies or tasks for the students throughout the lesson. They also teach the students to comprehend the relevant information in levels or stages of comprehension that will then gradually shift responsibility of learning about the concept to the students. Finally, the students' ability to learn is improved because scaffolding emphasizes that teachers interact with students and students interact with one another as they complete a task. This study examines the outcomes of a lesson on the teaching of three Civil War Letters to four sixth-grade self-contained special education classes in two school districts. The Special Education classes had 10to 12 students who were classified with severe learning disabilities. The students had average reading levels at the second grade level.

Scaffolding can be applied in a variety of ways to a variety of ways to a variety of lesson formats. The use of the three letters and the envelope artifacts requires that the teacher teach knowledge by asking the right questions. For some students, to discover or acquire new information seems to be a challenge. This lesson was designed to activate the discovery process through the use of a problem solving approach with the use of a series of vocabulary and comprehension directed reading thinking activities. For some students, to discover or acquire new information seems to be a challenge. This Civil War lesson was designed to activate the discovery process by using a problem-solving approach with a series of vocabulary- and comprehension-directed reading and thinking activities. The lesson was scaffolded according to Vygotsky's four stages for the ZPD and Herber.

How teachers interact with students and how students interact with one another as they complete a task is important to students' ability to perform an activity. Scaffolding is an instructional technique whereby the teacher models the desired learning strategy or task and then gradually shifts responsibility to the students. This type of interaction is consistent with Vygotsky's (1934/1978) belief that learning and cognitive development are culturally and socially based. This means, moreover, that learning is a social process and not an individual one, and it occurs when students interact with their teacher and with one another in the classroom.

Although Vygotsky (1934/1978) did not use the term scaffolding, it does have a theoretical basis in his description of the Zone of Proximal Development (ZPD). He defined the ZPD as the distance between the actual development level of the learner, as determined by independent problem solving, and the level of potential development, as determined through problem solving under teacher guidance and interaction and collaboration with more capable student peers (Doolittle, 1997). The ZPD is represented in a model with four stages (Tharp & Gallimore, 1988). This model illustrates the scaffolding process, and it represents the relationship between teacher and student interaction in group settings. Table 1 show how the four ZPD stages relate to the three levels of comprehension defined by Herber and Herber (1993).

In stage 1 of the ZPD or scaffolding, there is frequent teacher and student interaction because the teacher needs to provide the student with the literal facts, details, key names, and dates related to the concepts or ideas being taught. In stage 2, students work together in small groups, and the teacher provides them with activities that encourage interpretation through metacognition and guided practice. In stages 3 and 4, the students continue to work together and independently while applying the information that they have learned to new ideas and concepts.

#### Insert Table 1 about here

Using this framework as a guide, we extended the implementation ideas to include different types of text about the Civil War that social studies teachers are likely to use in the classroom.

#### How Can Scaffolding Be Applied to the Teaching a Social Studies Lesson about three Civil War Letters

The lesson was based on a series of three letters written by a fifteen year old soldier to his parents in 1862. The use of the three letters and the envelope artifacts required that the teacher teach knowledge by asking the right questions. For some learning disabled students, to discover or acquire new information seems to be a challenge. This lesson was designed to activate the discovery process through the use of a problem solving approach with the use of a series of vocabulary and comprehension directed reading thinking activities.

#### LESSON OBJECTIVES

The students will be able to:

- Observe and describe what they see as they observe the envelope and letters.
- Develop and ask a series of additional questions about the artifacts and to seek answers
- about what they want to know.
- Compare and contrast information contained in the letters and the person who wrote each letter.

• Make inferences, conclusions and generalizations about the letters based on the Information the students have gathered.

#### LESSON INTRODUCTION

The lesson began with a presentation of a story about the Civil War Soldier who wrote the letters. The soldier's name was Galutia York and he was the oldest son of a farm family from Hubbardsville, New York. In 1862 President Lincoln called for 300,000 volunteers to enlist in the Union Army and in that summer Galutia enlisted.

He was 19 years old when he joined Company G of the 114th New York State Volunteer Infantry. On September 6, 1862, the 114th left Norwich, in Chenango County, for Binghamton, and from there they went to Baltimore, Maryland. They served in the VIII Corps in the Defense of Baltimore until early November when the regiment sailed for Fort Monroe at the mouth of the James River in Virginia. When General Banks' Expedition was formed in December, the 114th sailed for New Orleans, Louisiana. Galutia stayed behind at Chesapeake Hospital until February of 1863. At that time he rejoined his comrades in Louisiana. Galutia died on May 20, 1863, in Berwick City. He had never been in a shooting battle, but the enemy he fought was just as deadly as any Rebel sharpshooter - disease (Greenhagen, 2009).

The students then observed the following envelope and letter page artifact samples that were projected on a smart board screen (Figure 1).

#### **Insert Figure 1 about here**

#### **ACTIVITIES AND PROCEDURES**

#### Activity 1: HIGH LEVEL OF TEACHER INTERACTION WITH STUDENTS -ZPD STAGE 1-LITERAL LEVEL

Directions: The students were divided into small groups of four. The following Written Document Analysis Worksheet was next distributed to the students. Each group of students was asked to discuss among themselves each of the items on the worksheet. Civil War Written Document Analysis Worksheet Discussion Activity Worksheet (From Pappas, 2010) <u>http://www.edteck.com/dbg/index.htm</u>)

#### Written Document Analysis Worksheet

1.	TYPE	OF	DOCUMENT	(s	) (	Check one	):
<b>.</b> .		<b>U</b> 1	DOCOMBINI	<u>ν</u>		Check one,	

Newspaper	Map	Advertisement
<b>_X</b> Letter	Telegram	<u> </u>
Patent	Press release	Census report
Memorandum	Report	<b>_X</b> _ Other (envelope)

<sup>2</sup>2. UNIQUE PHYSICAL QUALITIES OF THE DOCUMENTS (Check one or more):

_X_ Interesting letterhead _X_ Handwritten Typed X_ Seals	Notations "RECEIVED" stamp X_ Other ( <b>Picture, Stamps</b> )
<ul> <li>3. DATE (S) OF DOCUMENTS: <u>October 16,</u></li> <li><u>1862</u></li> <li>4. AUTHOR (OR CREATOR) OF THE DOCUME</li> </ul>	TT. Galutia
POSITION (TITLE): <u>son, soldier- Union</u> <u>Army</u>	

5. FOR WHAT AUDIENCE WAS THE DOCUMENT WRITTEN? \_Written to \_\_\_\_\_parents\_

6. DOCUMENT INFORMATION (There are many possible ways to answer A-E.)

A. List three things the author said that you think are important:

- 1. \_date of letter\_\_\_\_\_
- 2. \_address\_\_
- 3. \_postmark of letter\_\_\_\_\_

#### B. Why do you think this document was written?

#### the writer was lonely

the writer wanted his family to know that he was OK

C. What evidence in the document helps you know why it was written? Quote from the document.

D. List two things the document tells you about life in the United States at the time it was written:

E. Write a question to the author that is left unanswered by the document:

# Activity 2- HIGH LEVEL OF TEACHER INTERACTION WITH STUDENTS –ZPD STAGE 1-LITERAL LEVEL OF COMPREHENSION

**Directions for List-Group-Label:** The teacher asked the students to look at the list of Twenty two words and organize the words under five categories that were written on the white board in the front of the classroom. The students were told that the categories related to the three letters they were going to read. The twenty six words listed were

Camp	Money	Onions	Quarentine
Guard	Sickly	Cheese	Buried
Company	Soar Throat	Johnnycake	<b>Government Rations</b>
Boots	Paper	Rifle	Coral Ring
Checkers	Walnuts	Photographs	
Uncle Sam	Chestnuts	<b>Convulsive Fit</b>	t

The five categories that were written on the white board were:

Military Terms Recreational Activities Nutrition Illness

#### List Group Label Student Activity

Category/ Vocabulary Words	Military Terms	Leisure Activities	Nutrition	Illness
	Camp	Money	Onions	Quarantine
	Guard	Paper	Cheese	Sickly
	Company	Photographs	Johnny Cake	Soar Throat
	Boots	Checkers	Rations	Convulsive Fit
	Rifle	Coral Ring	Walnuts	
	Uncle Sam		Chestnuts	

## Activity 3-TEACHER PROVIDES STUDENTS WITH OPPORTUNITIES FOR GUIDED PRACTICE AND METACOGNITION –ZPD STAGE 2- INTERPRETIVE LEVEL OF COMPREHENSION

Directions: The teacher reads the following three letters to the students and instructed them to use a colored highlighter to highlight the note the key words that were listed for each letter.

Letter One-October 8, 1862	Letter One Continued
Camp Belger Oct 8th 1862	is all I want you know
Dear Parent	which way is north south east
It is with great	and west is on the map it
pleasure that I take this	is the same on that picture
board on my lap to answer	the soldiers stands east and west
your most welcomed letter	our company is second from the
of the 5th which I received	east you can see some men right
to day I was verry glad to	in fron of the columns the 6th man
hear from you once more	is <b>Capt Tucker</b> the 5th man is Sirls
and to hear that you was	and the 4th is Underhill and
well you wanted to know	I stand pretty near the left
if I was well yes I be and	flank of our company I am verry
have ben eversince I have	thankfull for those letter stamps
been hear excepting I had	you send me no there dont no
the diarrhoe twaice a little	
Uncle Stephen wrote that	one have to read your letters
name on that picture	but myself There is noone
for me I should have	any business reading my
wrote it but I caught it	letters I sing the contryband
just as I was a going on	son the most of any I will sing
Just as I was a going on	that for you ma That is bully
guard and I wanted to send	it is quite sickly now hear ther
it with his so he wrote it	has <u>2 died</u> in this regiment
so that's whats the matter	and about 20 in the hospital
yes I have to sleep on the	dan has got smart again george
soft side of a board every night	davy is quite sick I dont know
you dont suppose I would	when we shall be briggaded
sleep on the hard side when	but not untill we get together
the soft side comes just as	again I got a letter from Uncle
cheap do you you wanted to	John today how do I spend my time
know if there was any thing	when I am not a drilling I spend it in
that I wanted yes I want a	reading writing fixing my cloths playing
little money to get my boots	checkers and setting on my dogs ass
tapped with that is something	well I have wrote about all that I can
that I didnt calculate for for	think of now so good by for this time
I suppose that Uncle Sam	this from your most affectionate son
tapped our boots for us but	Galutia York to Zebulon York
he dont The soil down hear	Lucy York
is verry coarse sand and	
it wears shoeleather the	Hanny have doog
worst thing Them taps that	Henry how does
<b>U</b>	flying childer do now
George put on are all gone	
and the bottoms of a good many	write as soon as you get this
of their shoes ar all gone I have	get this
got money enough to last	dont he afraid of long latters
excepting that ma I want you	dont be afraid of long letters
to get me a pear of good yarn	please write as soon as
mittens and when I want	you get this
them I will send for them that	get this direct as hafens
	direct as before

Letter 2-October 24, 1862	Letter 2 Continued
Camp Belger Oct 24 1862	apples I want some for myself
Affectionate Brother Henry	and some for Capt Tucker and
it is with much pleasure	send me a few onions they
that I take my pen in hand to	are the best thing that I can
inform you how I get along and	get to eat to keep away sickness
in answer to your most welcomed	I cant get an onion short of a cent
letter which I received yesterday	a piece send me some cake and
I am well as usual and	a good sweetened johnnycake Dan
I hope this will find you the same	has wrote to Abey I dont know
I am glad to hear you are all well	what he has sent for but you
it is a pretty <mark>sickly</mark> time around	can put them in so we can tell
there you must all be carefull and	them apart. put in a little
not get the <mark>soar throat</mark> for I want	peice of maple sugar
to see you all when I come home	I dont think of anything more that I want
but not knowing when that time	now
will be but I hope it haint far distant	Tell Pa if he will send
we ar on Camp Belger yet and	it I will stand the charges when
and probably shall stay hear all winter	I get home there was 2 boys run
our company was ordered to go yesterday	away the other day they was
but before we could get rigged the	taken in Pennsylvania and
order came not to go so we unpaked	brought back they are in the
our <mark>napsacks</mark> but <u>Capt Tucker</u>	guard house now waiting their
was determined to go some where	trial one of them will have to
so a part of our company went up and	be shot I guess for it is the
camped out I should have went	third time he has run away
but I was on guard they went	Henry I have got a bully good
off 5 or 6 miles Henry I wish you	rifle it will carry a ball 500 yds
could be hear a little while I	I think you will make a fortune
guess that I shall hire a horse and	taking photographs I should not think
come home next Saturday night	you would wait untill the work
and get back Monday morning	was done I think the photograph you
tell ma I was verry thankfull	sent me looked quite natural I have
for that paper that she sent to	wrote about all that I can think of this time
me but sumebody stole it before	so I must close you must write soon
I got a chance to read it if you could get another one pretty handy	this from your ever loving brother Galutia York to Henry York
I wish you would send it on	H.C.Y.
I wish I could get a chance to pick	G.H.Y.
up some walnuts and chestnuts	I guess Pa got one foot out of
and send home but I cannot get	the traces when he sold his hops didnt he
off the ground now without an officer	direct as before
is Pa agoing to send me a box of	
stuff if he is tell him to do down to	
Warrens and tell him I want	
him to send me some of the	
best cheese he has got send me	
some butter and get a few good	
Source water and Ber a rest Book	

Letter 3- May 16, 1863	Letter 3 Continued
	little things as can be enclosed in papers &
Berwick City May 16, 1863	letters I will send, if you wish the other
Sister	things boxed & sent please let me know the
Dear Brother Nephews & Nices a sad	climate here did not seem to agree with him
duty devolves on me to announce to you that	in the morning he would seem
Galutia is no more he died on the 14 inst at 2	quite well untill the sun got up hot the 13 he
oc P.M. he had been aboutas usual until the	was up much earlyer than usual I was
13th at noon he was lying in my tent and	pleased as I thought he would
seemed to sleep well when all at once he was	get along as soon as his diaerea could be
seized with a sort of convulsive fit the Dr	checked he had but a poor appetite and
gave him some medicine which relieved him,	could not bear <mark>government rations</mark>
after he came out of it he told me he had one	and bought most he eat such as eggs
spell similar to this at quarantine he was	mackeral crackers & cheese. after he came
taken to	out of the fit he told me he had been home
the hospital over the Bay the same day I	and seen you all. after this as
told the Dr as near as I could how he had	I was watching him and keeping the flies of
been he often complained of a fluttering	saye he Uncle Steve I am dieing I took his
in the region of the heart. The next day the	hand and says I no I think not in a few
14th I was informed of his death which was	minutes he felt better I was in hope of his
entirely unexpected to me. I larn from	recovery, but alas such
the nurse who had the care of him also one	is life his death has cast a gloom over all
of the boys in Co I 114 whose bed was near	who knew him there are but 6 of our Co in
Galutias that he rested well through the	camp here they wish me to say to you that
night & felt well in the morning his dinner	you have their heart
was brought him. he made the remark it	felt sympathy all who knew him but to love
was the best tea he had tasted since he had	him. Alas how many hearts have been made
been in the service he sat up in bed with the	to bleed by this cursed war how many places
cup of tea in his hand all at once he let the	are left vacant God grant
cup fall	peace may soon crown the effort of the
and leaned over back and was dead	Union armies if ever I return home it will
were performed after the Episcopal form the	be with sorrow because one is not, who left
place he is buried is a beautiful elevation on	home with boyiant hope with
the bank of the river it is a dry sandy spot	me. you will please answer this
where quite a number of soldiers are buried	immediately and tell me how you
also many	are getting along. let not this shock
citizens it is the most lovely spot I have seen	overcome you. you have my most heartfelt
in Louisiaan a smooth plain pine board	sympathy as ever your affectionate
stands at his head bearing this inscription	Brother
G. York Co. G 114 N.Y.S.V. aged 19 years I	Stephen Tuttle
have been this minute knowing that	
everything concerning him interests you	
I have done as I should with anyone to do by	
judson I have done the same by by one that	
I have by the other I have endeavoured to	
make him happy as possible	
he has lacked for nothing in my power to	
help him to Enclosed is a <mark>coral ring</mark>	
taken from his finger after he died	
the master has possession of his things	
in time they will be seen to such	

#### Activity 4- MORE SMALL GROUP STUDENT INTERACTION AND LESS DIRECT TEACHER INVOLVEMENT –STAGE 3 & 4-APPLIED LEVEL LEVEL OF COMPREHENSION

Directions: The students were divided into small groups of four. The students are asked to edit small chuncks of the letters using an editing checklist (Figure 2) and rewrite the letter chunk and be prepared to read their final copies to their classmates. Each student was assigned one of the following jobs: (1) One student served as the writer of the group corrections; (2) One student was the reader of the group's revised text; and (3) Two student wrote the revisions on the smart board. Figure 3 is a sample of the student revisions for letter one.

#### **Insert Figure 2 about here**

#### **Student Revisions of Letter One**

#### **Insert Figure 3 about here**

#### Reflections

It was interesting to observe how the students interacted with each other throughout the lesson. They were very active with each task and very little time was wasted. In addition, the use of the Smart board gave the students an opportunity to immediately display their work. By the conclusion of the lesson the Special Education students not only knew the information that was most important to the Civil War letters, but also they had no difficulty relating to the boy soldier who wrote these letters. Comments from the students like "this was fun" and "we want to do more" were heard after the lesson was concluded. The teacher and teacher aides who assisted the students during the lesson said that they were excited about the activities and the pace of the lesson. They said they want to use more scaffolding techniques in developing other classroom lessons. Most of all the lesson demonstrated that scaffolding techniques are needed to effectively teach content area subject materials to elementary and middle school students in self-contained Special education classes.

#### **Final thoughts**

Based on our more than three decades of teaching Literacy and Special Education, we believe that there are many positive benefits for teachers in using the Smart board in combination with scaffolding techniques in the development of lessons in all content area subjects. The Smart board helps the students interact immediately with each other, the content and activities of the lesson and with the internet, if needed. In addition, the use scaffolding as instructional techniques helps the teachers model the desired learning strategies or tasks for the students throughout the lesson. They also teach the Special Education students to focus on and discuss the germane information in levels or stages of comprehension that will then gradually transfer responsibility of learning about the idea to the students. The students learn more about the concept and they communicate more effectively with each other. And finally, with the use of scaffolding techniques it is apparent the students grow in confidence about what they are learning. They also seem to retain the content information over a longer duration of time after the lesson has been taught. and Herber's three levels of comprehension.

The following are some suggested ways that teachers can improve student learning by using scaffolding in their lessons (Vacca, 2008).

- Establish continuity from one task to the next, and, if necessary, repeat some tasks with variations. Most of all make sure that the tasks are connected to one another according to the literal, interpretive, and applied levels of thinking.
- Provide contextual support for the learners by encouraging them to explore, access, and discuss the content that they are learning using a variety of different available resources.
- Establish rapport with the students and encourage mutual engagement among the learners. Motivate them t o discuss the content with non threatening participation and practice in a positive sharing classroom environment.
- Adjust the task procedures depending on actions, contributions, and discussions of the learners.
- Observe carefully the learners' readiness to take over increasing parts of the tasks and then handover the role and responsibility of completing more rigorous tasks to the learners as their skills and confidence with the content increase.
- Establish a flow and balance with the skills and challenges of the tasks and make sure that the learners are focused on the tasks at all times and that they are respectful of one another when they are answering questions and discussing the content.

In the Special Education classroom, scaffolding is a process by which a teacher provides students with a temporary framework for learning. When scaffolding is done correctly, students are encouraged to develop their own creativity, motivation, and resourcefulness. As students gather knowledge and increase their skills on their own, fundamentals of the framework are dismantled. At the completion of the lesson, the scaffolding is removed altogether; students no longer need it (Lawson, 2002).

Walqui (2002) maintained that scaffolding can be thought of as three related pedagogical scales:

- 1. Providing a support structure to the students to enable certain activities and skills to develop
- 2. Carrying out of particular activities in class
- 3. Providing assistance in moment-to-moment interaction

Fournier and Graves (2002) use the example of training wheels on a bicycle example of scaffolding. The training wheels are adjustable and temporary and they provide the child with the support the she or he needs while learning to ride a two-wheeler. Without the training wheels learning to pedal, balance, and steer all at one time becomes very difficult, if not impossible for the child. Like the training wheels, scaffolding-aids the child to learn concepts in a supportive, directed, purposeful guided fashion. According to McKenzie (1999) the best lessons always make significant use of scaffolding to organize and support the student investigation or inquiry, to keep students from going too far off the path while seeking "the truth" about whatever issue, problem or question was driving the project. The least successful lessons assume too much about student skills, organizational abilities and commitment and the students are sent off on expeditions with little in the way of structure or guidance.

McKenzie maintains that there is no appropriate (educational) definition in a dictionary. The term is relatively new for educators, even though the concept has been around for a long time under other names. McKenzie believes that structure is the key word. Without clear structure and precisely stated expectations, and purpose many students are vulnerable to drifting away from what they are supposed to learn. The predicament, according to McKenzie, is how we provide sufficient structure to keep students productive without confining them to strait jackets that destroy initiative, motivation and resourcefulness.

Robb (2003) presents many ideas for using informational texts and artifacts (trade books, letters, newspapers, magazines, or textbooks) in the classroom. The author shows teachers how to engage in responsive teaching and how to scaffold student learning from text. Robb examines and refutes the following four assumptions common to content area reading:

- that textbooks are the main information resource,
- that lecture and copying notes are great ways to teach new information,
- that review questions at the end of each chapter help students study and determine what they understand, and
- that students learn to read in the lower grades and don't need reading instruction in intermediate and middle school content subjects.

She describes the following five roadblocks that affect teachers and students when reading and comprehending materials in social studies, science, and math:

(1) student avoidance of textbook reading; (2) student inability to read the textbook; (3) the myth of the concept of learning to read versus reading to learn; (4) the traditions of reading instruction at the intermediate and middle grades (time allocations, too much curriculum to cover; lack of preparation for teaching reading); and (5) the implementation of the Transmission Model of Learning, in which knowledge is transmitted to students through various teacher practices. Robb further suggests that excellent comprehension instruction happens if teachers follow a three-part lesson framework-Getting Ready to Learn, During Learning Instruction, and After Learning Instruction. In addition she maintains that through lesson plans and vignettes from classroom experiences students become active learners of meaning. The author also maintains that each chapter should conclude with Pause and Reflect, a time for each student to reflect on classroom teaching practices. This strategy, Robb maintains, reinforces the relationship between that reading is reasoning have with each other. This *Show Me, Help Me, and Let Me* scaffolding strategy suggested by Robb and used in with the Civil War lesson was designed to give a gradual release of responsibility from teacher modeling to student independence as students become more proficient at constructing meaning from the materials.

#### **Tables and Figures**

Table 1

### THE THREE LEVELS OF COMPREHENSION AND THE STAGES OF THE ZONE OF PROXIMAL DEVELOPMENT



Civil War Envelope (Greehagen, 2009)

Figure 1 Sample Letter Page (Greenhagen, 2009)



ill eachap rean aker dist. tid she daddle derect your letter to Sabatia Mark , Ce, S , 114, Stephen Mutthe ice kinney and Da Seory Babcock Six out cooker,

	Editing Checklist
	(check each)
$\sim$	Indent Paragraph(s)
	Complete Sentences (each has a subject and
	predicate)
	Capitalization
	• Do all sentences begin with a capital letter?
	• Do all proper nouns begin with capital letters?
	Punctuation
	• Are periods and commas used correctly?
	• Are quotations punctuated correctly?
	Verb Usage
	• Do all main verbs agree with the subject in person and number?
	Are any parts of verb phrases missing or incorrect?
	Are verb endings correct?
	• Is the verb tense correct?
	• Are helping verbs used when needed?
	Noun Usage
	• Do regular plurals end in "s"?
	Are irregular plurals correct?
	• Are articles ("a," "an," and "the") used correctly?
	• Does every pronoun have a clear referent?
	<b>Correct Spelling</b> (Be careful of words that sound the same but have different meanings.)
	Descriptive Words
	• Are words used that give a picture of what is taking place?
	• Are transitional words used?
	Word Variety
	• Do sentences begin with different words?
	• Did the writer use a variety of words in each sentence?

#### Figure 2

#### **Student Revisions of Letter One**

Figure 3

Number 1

Camp Belger Oct 8th, 1862

Dear Parents,

It is with great\_pleasure that I take this\_board on my lap to answer\_your most welcomed letter\_of the 5th which I received\_to<day.

Number 2

yes I have to sleep on the\_soft side of a board everry night.\_yYou dont suppose I would ---sleep on the hard side

when\_the soft side comes just as\_cheap dDo you you wanted to\_know if there was any> thing. To Be continued.

Number 3

**y**You wanted to\_know if there was any thing\_that I wanted. **y**Yes, I want a\_little money to get my boots > tapped with that is something.

I suppose thought that Uncle Sam\_tapped our boots for us but\_he dont didn't.

Number 4

I have\_got money enough to last\_except<del>ing that</del> > mamom, I want you\_to get me a peair of good yarn\_mittens. and wWhen I want\_them, I will send for them.

#### Number 5

I sing with the contrybands\_on the most. of any I will singthat for you mMa. That is bully.iIt is quite sickly now. I hear therhas 2 died in this regiment\_and about 20 in the hospital.\_dDan has got smart. again gGeorge\_dDavy is quite sick.

#### Number 6

**wWhen I am not**  $\frac{1}{2}$  drilling, > I spend it in\_reading, writing, fixing my clothes, playing\_checkers, and seitting on the grass with my

dogs. asswell I have wrote about all that

I can\_think of now. **sSo** good bye for this time<del>this</del> fFrom your most affectionate son\_Galutia York to Zebulon York\_ and Lucy York.

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