

Writing Effective Expository and Expressive Essays for CSET or CBEST

Introduction

Writing effective expository and expressive essays for CSET or CBEST is best accomplished with a clear plan of attack firmly in mind and practiced prior to taking the exam. Clearly, the night before the test or during the test time itself are not the appropriate times to be planning for how to manage your time and the essay responses. To assist you in this endeavor (writing successfully for CSET/CBEST), I have created a series of videos for you to watch and replay as you prepare for these essays. Please note that you must use your own best judgment and that all I am offering you are suggestions. However qualified and correct these suggestions may be, I will accept no credit for your ultimate success or failure. On a more positive note, everything that you will read and review is based on information that successful candidates report that they knew prior to taking the exam; therefore, this work rests on the experiences of many other people.

There will be five parts to the presentation. The first part provides an overview of how we will proceed through the document, along with other important information we will apply to the essays. The second part will cover scoring scale and typical expository and expressive essay questions. The third part will review the expository essay responses for their merits (if present) and detriments (when present). The fourth part will present the expressive essays (I call them persuasive) and follow the same analysis we will undertake in part three. Finally, I will end with some recommendations and reminders in part five.

Let's begin with an introduction to writing for CSET and CBEST.

Part One: Introduction to CSET / CBEST Writing

Overview

To begin, there are five areas we will explore together.

1. Knowing how to brainstorm quickly based on questions and their types
2. Understanding how to organize your writing into a logical scheme
3. Using a formulaic writing style that is tailored to the audience given in the question
4. Avoiding common errors in usage
5. Reviewing common essays and analyze answers that receive various scores against the scoring criteria

The criteria used to score your essay will be reviewed when we discuss item five on the list. You should be able to recognize that most of these items are part of the writing process, where you *brainstorm, draft, revise ideas, edit grammar*, and then *write up* your response. I will note now, and reiterate later, that I would use the writing process faithfully and in this order prior to writing the actual response (as always, the choice will be yours).

Let's look at each point of the writing process in detail.

Brainstorming

First, knowing how to brainstorm quickly is extremely helpful. When you are given a question, really the last thing that you want to do is write the answer. There are some other things you

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web oct 25 2018 step one list the problems and opportunities write a list of the reasons you need the additional staff members you might have competent staff but not enough for example you might not be able to meet deadlines handle customer complaints or fill orders on time your need for staff also might result from not having the right employees

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web opening start your letter in expressing a polite greeting and stating the purpose of your post fork instance him ca write i erwarten these letter finds you well i am writing to call additional staff in department team name how to request added staff with sample letters washmysiding com step 5 explain the need for additional staff