The Science of Learning™
Writing Skills
Volume 2

APPLE®

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The Science of Learning™
Writing Skills
Volumes 1-5
APPLE®

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The Writing Skills Series

Volumes 1 through 5

by

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The Science of Learning

10   9   8   7   6   5   4   3   2   1

Acknowledgments

INTRODUCTION

Writing Skills is a series designed for people with some knowledge of English grammar who want to improve their ability to communicate through the written word. *Writing Skills* is intended to correct writing problems; it does not purport to teach a complete course in English.

Your first step toward mastering the written word involves editing several passages of written material in a pretest format. This pretest identifies the topics you should study. Rather than teaching a comprehensive course, *Writing Skills* directs you to those topics in which you need instruction.

The series consists of several independent instructional disks, each containing diagnostic writing assignments and lessons on several writing skills. The exercises, called tutorials, teach specific skills by presenting information, asking questions, and providing practice. Each tutorial is followed by a text practice which tests and evaluates your skills.

The technique used in this series teaches writing through developing editing skills. A built-in editor, a unique feature of *Writing Skills*, allows you to correct written passages on the screen. It is used in the pretest, for editing practice in individual writing skills, for editing practice in groups of skills, and in the posttest which covers all of the skills taught in each volume.

In workbook exercises, errors are often identified with the correct usage in parentheses. In this program there are few clues in the passages to indicate where the errors may be hiding. You learn to recognize errors and to correct them.

Unlike a workbook, the computer can create a random selection of errors. You may correct the same passage more than once

and find that the errors in the material are different each time. You may create errors where none originally existed by changing something in the text that was correct. The program uses this information to diagnose an area in which you need instruction.

Writing Skills addresses those writing mistakes which occur most frequently among adults. Each of the five volumes teaches specific topics which are further divided into lessons. (See the Appendix for a complete listing of the contents of the *Writing Skills* series.)

AN OVERVIEW OF THE WRITING SKILLS SERIES

The *Writing Skills* built-in editor is an important instructional component of the series. You will use it to spot errors in the written passages of the pretest, text practice, topic test, and the volume posttest. After examining one or two lines of text for mistakes, use the editor to erase an error and type in your correction.

When all of your corrections have been made, the program evaluates your corrections and reports the results. Comments about your performance appear at the bottom of the screen and explain the correct answer if your response was incorrect.

The first few text passages you edit make up the volume pretest. This test evaluates your present skills before you begin the topic lessons. Based on your pretest results, the *Main Menu* indicates the lessons that will remediate your writing weaknesses. If you achieve a perfect score on the pretest you go directly to the first of three topic tests.

The *Main Menu*, the first screen to appear after you finish the pretest, lists the major topics and lessons included in the volume with which you are working. Your scores on all tests and text practices are displayed here, allowing you to gauge your progess and identify specific problem areas. After you complete each lesson, you return to the *Main Menu* where your score is updated. From this screen, select your next lesson.

After selecting a lesson for study, a title page appears. Now, you may proceed with the lesson or return to the *Main Menu*.

Each lesson consists of a sequence of practice exercises called tutorials. Each tutorial consists of a sequence of screens. The

first screens in each tutorial usually identify a common writing error and present a rule, principle, or technique to help you avoid repeating the error. Practice questions follow these examples.

When you have completed all the tutorials for a lesson you proceed to text practice. Here a passage is presented that contains the kinds of errors you have been studying in the lesson. Use the built-in editor to correct these errors.

When you have completed correcting all the errors in the passage, a scanner examines the changes you made (and those you did not make). When this evaluation is complete, you can return to the text practice to correct the remaining errors, repeat the entire lesson, or return to the *Main Menu.*

You must score at least 90% on every lesson included in a topic before you attempt the topic test. You must pass every topic test before you can take the volume posttest.

Your score for each lesson is cumulative within each volume and is monitored continuously. Status information is not passed between disks. Each volume in *Writing Skills* is designed to function independently.

If you do not want to take the topic test at this time, you can end the session for the moment. You return to the topic test the next time you log-on to this disk.

If you proceed to the topic test, you see a long passage that contains the types of errors you studied in the preceding lesson. Use the built-in editor to correct these errors. When you have made all the changes you think necessary, request evaluation. The scanner examines the passage as you have changed it and records the number of errors. No feedback is given. When the evaluation is complete, you return to the *Main Menu* where your lesson status is updated.

When you have successfully completed all the topic tests, you are ready to take the volume posttest. The posttest consists of several sets of long passages that contain many of the types of errors you studied in the lessons. Use the built-in editor to correct these errors. When you have made all the changes you think necessary, request evaluation. A scanner examines the passage as you have corrected it and records the number of mistakes. No feedback is given. When the evaluation is complete, you return to the *Main Menu* where your lesson status is updated.

You can quit a session at any point in the program. Whenever a **[SP]** prompt appears, you can return to the beginning of a volume by pressing **[ESC]**. This takes you to the log-on page, the first page of the volume. Now you can remove the disk from the disk drive. If you exit *Writing Skills* in any other way, your work and your test scores will not be recorded.

WORKING WITH THE
WRITING SKILLS SERIES

Insert the *System Disk* into drive #1 and turn on your computer and monitor. The program starts automatically; you see a title page and the credits. The next screen asks you to change disks.
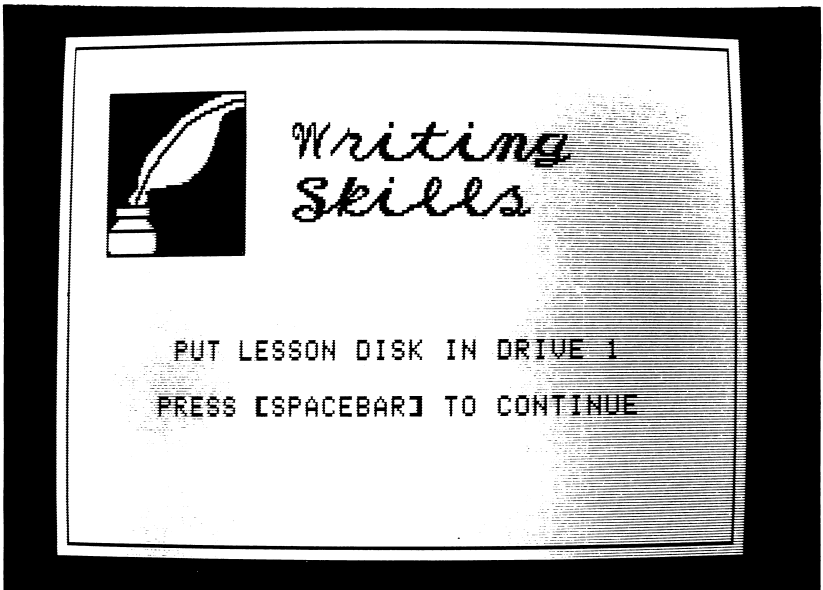
Remove the *System Disk* from the disk drive and insert the *Lesson Disk*. Now press **[SPACE BAR]**.

In a few moments you see a log-on screen that looks like:

Type your first name and press **[RETURN]**. If you have entered your name previously, you go directly to the *Main Menu*. If you are using *Writing Skills* for the first time, you see:

To enroll, press **[Y]** and **[RETURN]** in response to the prompt at the bottom of the screen. Press **[N]** and **[RETURN]** to go back to the previous screen.

If you press **[Y]**, you see:

Type the name you will use whenever you work with *Writing Skills*. Select this name carefully. You must use exactly the same spelling each time you use the program so that you can begin a lesson at the place at which you ended your last session. If more than one person is using the *Lesson Disk*, be sure each person enters a unique name.

As a new student, you see the screen shown at the top of page 15.

To proceed to the pretest, press [→] . To return to the previous screen, press **[Q]**.

The first display in the pretest looks like the screen shown at the bottom of page 15.

The passage on the screen contains errors of the type taught in the lessons in this volume. Use the built-in editor to correct as many of these errors as you can find. (For complete instructions on using the built-in editor, see page 24).

```
         ┌─────────────┐
         │             │
         │   G O       │
         │             │
         └─────────────┘
      You are ready to
      take the pretest.

 QUIT                    TEST →
```



```
                  Change to the correct
   PRE TEST       possessives or
                  contractions:
        I
        ↓         If your going on this
      J←→K        hike, its necessary
        ↓         that you prepare
        M         properly. The Conrads are
  A)dd←┐          taking they're
  D)elete         waterproof tent and
  C)hange←┐       theirs going to be a
                  group demonstration to
  E)valuate       show how to set it up.
  Q)uit
```
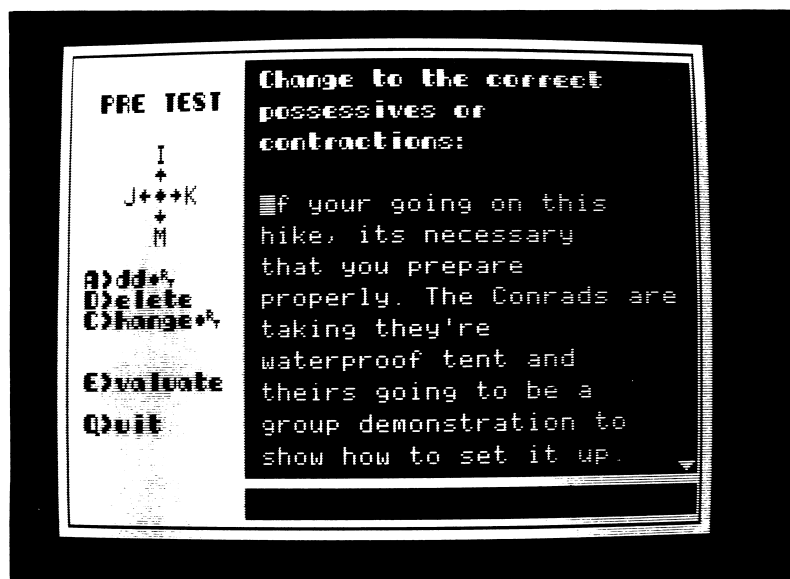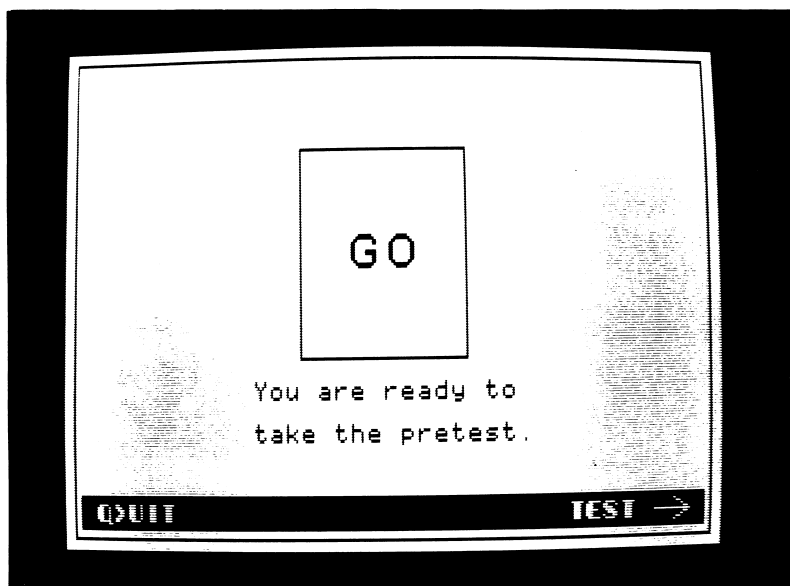
Try moving the cursor to the bottom line of the screen. What happens if you try to move it past this line? If the text continues, the screen will scroll to the next page. If the text does not continue, you see:

   The blinking **[SP]** prompt asks you to press **[SPACE BAR]**. Now the cursor returns to the last line of the passage.

   What happens when you try to move above the top line on the screen? If that passage extends above this line, the screen will scroll to the previous page. If there is no previous page, you will see the same message pictured above.

   When you have finished correcting each passage, press **[E]** to have your work evaluated. The pretest contains several long passages. After you have corrected them and your work has been evaluated, the *Main Menu* appears. If you successfully correct every error in the pretest, you bypass the *Main Menu* and go directly to the first topic test. A perfect score on all topic tests will send you directly to the posttest, bypassing the topic lessons.

   The *Main Menu* lists all the lessons in a volume. Each volume of *Writing Skills* is divided into three major topics. For example, Volume 2 contains Pronoun-Antecedent Agreement, Commas, and Sentence Fragments. Each topic is divided into

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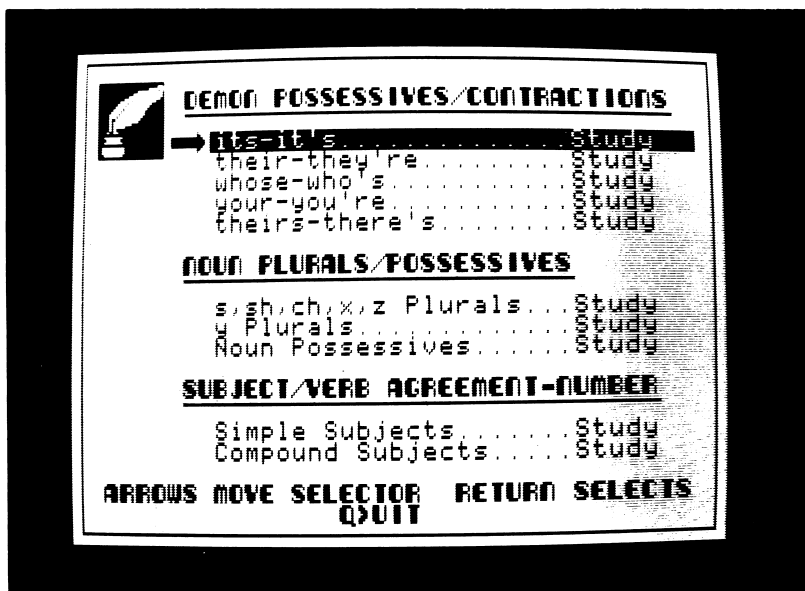
two or more lessons. An arrow indicates the current selection.

The results of your pretest evaluation appear to the right of each lesson title. **Study** indicates that additional instruction is needed. **Okay** indicates that you made occasional errors in this area. **100%** indicates that you made no errors.

To return to the log-on screen, press **[Q]**. To select a lesson, use the arrow keys. The ⟶ moves the arrow cursor down. When the cursor reaches the last selection, it returns to the first selection. Press **[RETURN]** to begin the lesson.

Now a lesson title page appears and introduces the lesson. From the lesson title page, press **[Q]** to return to the *Main Menu* or press ⟶ to begin the lesson.

If you choose to begin the lesson, you see:
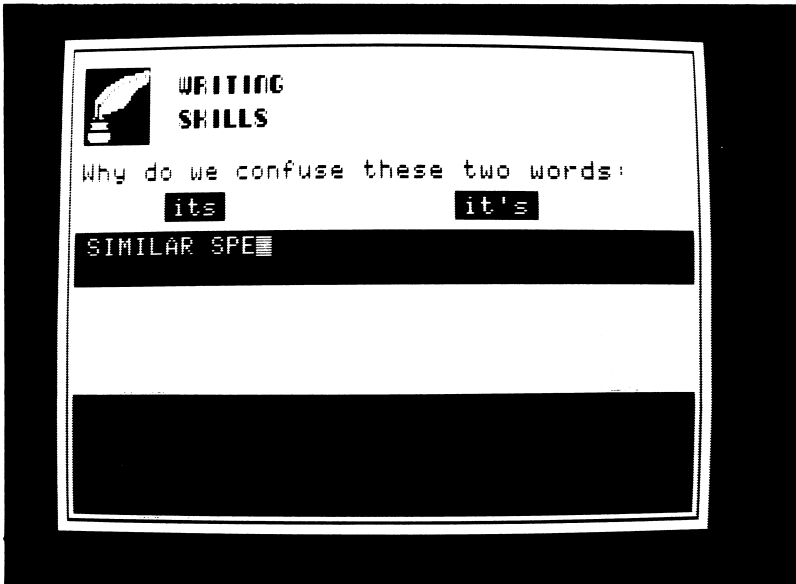
Read the tutorial instructions on the screen and then type in your answer to the question. Press ⟵ to change your answer. Press **[RETURN]** to enter your answer. Your response is evaluated and comments appear at the bottom of the screen.

If your answer is incorrect, it is replaced by the correct answer. Study these comments and the correct answer before you proceed with the lesson.

When you hear a beep and see a flashing **[SP]**, you are being

cued to press **[SPACE BAR]** to proceed with the lesson. Occasionally you see:

If you press ⬅ , the tutorial will repeat, using different examples.

In some of the tutorials, the screens look like:
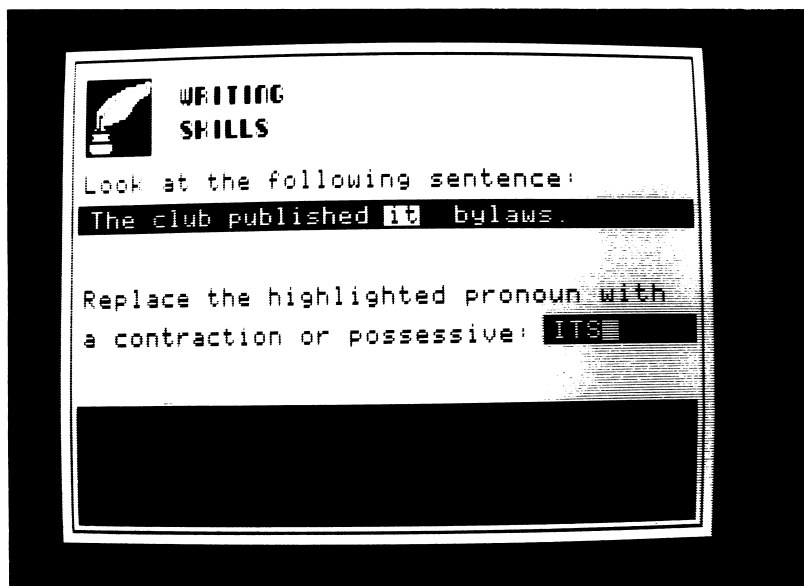
The sentence contains errors that can be corrected by inserting or deleting words and punctuation. Move the cursor using ➡ and ⬅ only. To delete words in the sentence, place the cursor over the first letter of the word you want to delete and press **[D]**.

To add a word, press **[A]**. Make sure that the cursor is flush with the preceeding word. Now press ➡ several times. A number of word choices appear in the space where the RT appeared in the original screen. Select an answer from among the choices and press **[RETURN]**. Press **[RETURN]** only once when

entering a correction. Two consecutive presses of **[RETURN]** tell the program you have completed all changes and are requesting evaluation.

When you have completed all the tutorials in the lesson, you see the text practice title page:
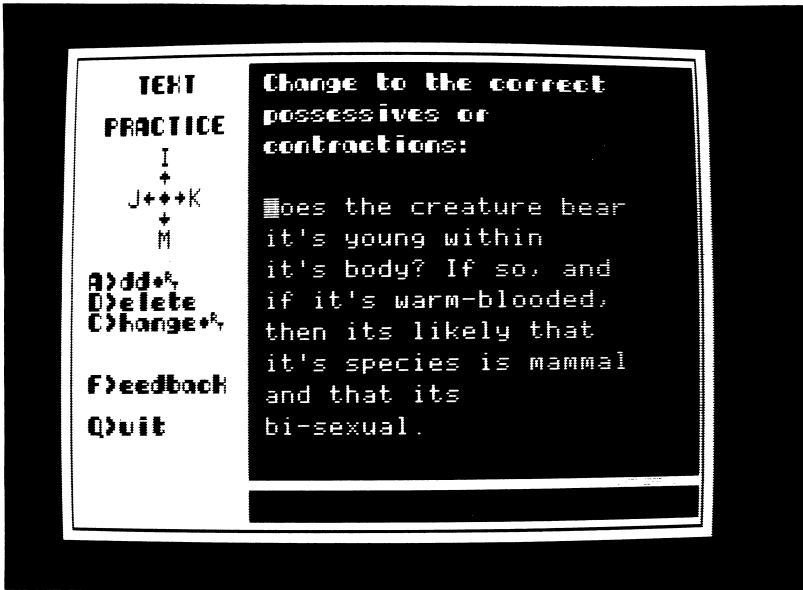
Follow the instructions on the screen. In the text practice pictured above, replace the highlighted words with the correct pronoun. Use the built-in editor commands that appear on the left side of the screen to replace the designated words. When you have corrected all the errors you can find, press **[F]** for feedback on your work.

During the evaluation, a cursor scans the text. It stops at each embedded error and indicates, at the bottom of the screen, whether your changes are correct. Press **[SPACE BAR]** to continue.

When the feedback is complete, you see the screen shown at the top of page 20.

If you press **[RETURN]**, the title page of the current lesson appears and you can repeat the current lesson. If you press **[SPACE BAR]**, the previous lesson begins again with your corrections and errors still in the text.

```
    TEXT      bi-sexual.
  PRACTICE
      I
      ↑
  J←←→K
      ↓
      M

  A)dd←↑↓
  D)elete
  C)hange←↑↓

  F)eedback

  Q)uit

  Feedback  Press [RET] , [SF] or [Q]
```
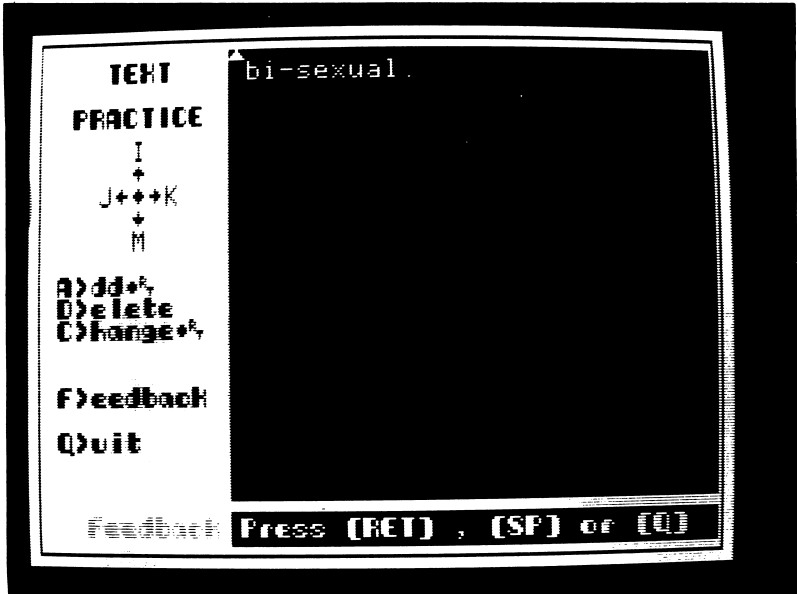
If you press **[Q]**, you return to the *Main Menu* where your
updated scores appear. If your status on all lessons within a topic
is **OKAY** or **100%**, you bypass the *Main Menu* and you see:


```
          ┌──────────┐
          │          │
          │   G O    │
          │          │
          └──────────┘

        You are ready to
       take the topic test

  Q)UIT                TEST →
```
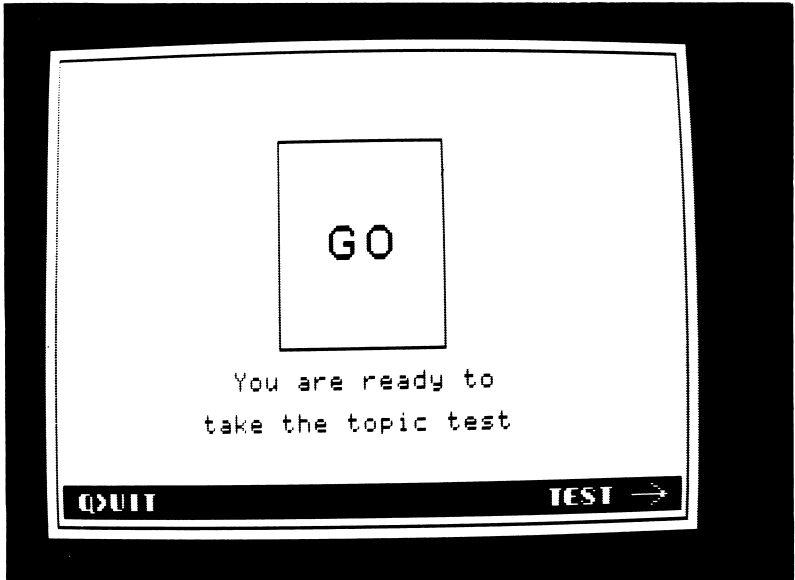
If you prefer to take the topic test at another session, press **[Q]** to return to the log-on screen and end your session from here.

To continue with the topic test, press ⟦→⟧ . After you have corrected all the errors you can find in these passages, press **[E]** to evaluate your test. No feedback will be given on your responses. If your status is **Study**, you are instructed to study specific topic lessons.

If you press **[Q]** after taking the topic test, you receive no credit for that test and no changes are made to your scores on the *Main Menu*. You can repeat the topic test the next time you select a lesson from that topic.

If your status on all the topic tests is **OKAY** or **100%**, you bypass the topic lessons and you see:
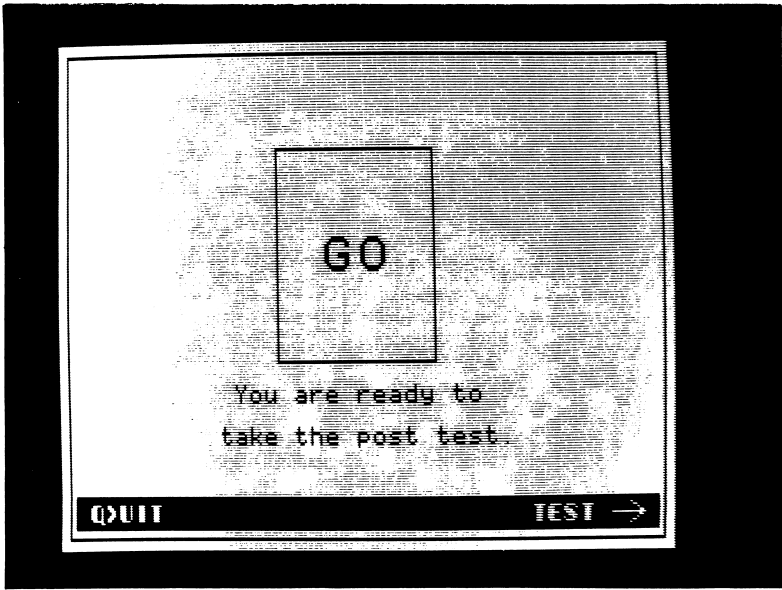
Press **[Q]** to return to the log-on screen and end the session or press ⟦→⟧ to take the posttest. If you press **[Q]**, you will begin your next session with the posttest.

If you press ⟦→⟧ , you see a passage containing errors that you are to correct. Use the built-in editor as described on page 24.

The posttest has three sections and is designed much like the pretest and topic tests. After you have corrected all the errors

you can find in one section, press **[Q]** to go to the beginning of the posttest; then press **[Q]** again to return to the log-on screen and end the session. To evaluate this section of the test, press **[E]**.

If you press **[Q]**, this section of the posttest is not evaluated. You will return to the beginning of the posttest at your next session.

If you press **[E]**, your work is evaluated and you see:

Q>UIT   **[SP] for next part of test**

After the evaluation of one section of the posttest, press **[Q]** to return to the beginning of this test, or press **[SPACE BAR]** to proceed with the next section of the posttest.

When you successfully complete all three parts of the post-test, you see:
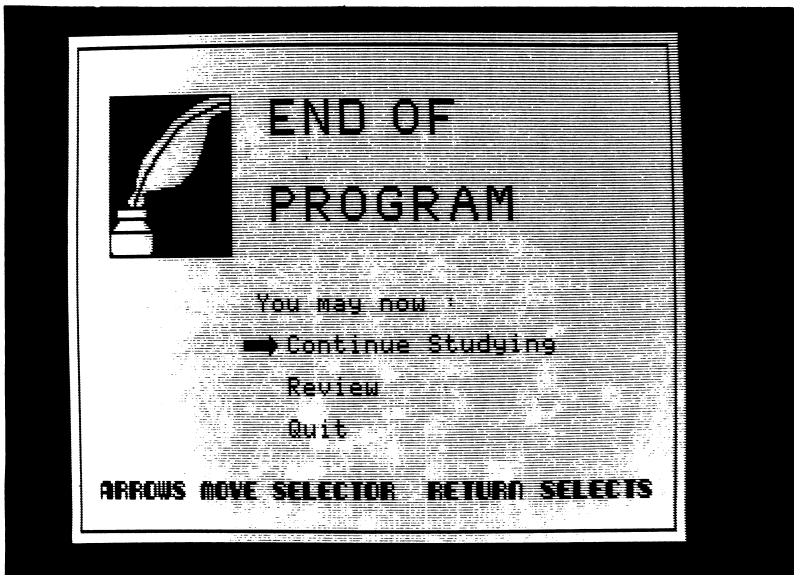
To make a selection from the End of Program screen, use
☐→☐ and ☐←☐ to move the arrow cursor, then press
[RETURN]. The *Continue Studying* option lets you proceed as
if you had just taken the pretest. *Review* returns you to the *Main
Menu* where your status is updated. If your status is **REVIEW**,
you go through the tutorials and text practices again. *Quit* returns
you to the log-on screen.

Exiting the Writing Skills Series

To exit the program from a lesson, press **[ESC]** when the pro-
gram is waiting for a **[SPACE BAR]** response. You return to the
Main Menu. From the *Main Menu*, press **[Q]** or **[ESC]** to go to
the log-on screen.

To exit the program from a text practice, press **[Q]** or **[ESC]**.
You return to the *Main Menu*. From the *Main Menu*, press **[Q]**
or **[ESC]** to go to the log-on screen.

To exit the program from a test, press **[Q]** or **[ESC]**. You return
to the screen that instructed you to take the test. From this page,
press **[Q]** or **[ESC]** to go to the log-on screen.

If you use **[ESC]**, the next time you log-on you return to the
point in the program from which your status was last updated.
For example, if you press **[ESC]** in the middle of a test, the next
time you log-on you return to the beginning of that test.

USING THE BUILT-IN EDITOR

You enter all text practice sections and tests in the Edit Mode. A blinking cursor appears over the first letter. Use the arrow keys or **[I]**, **[J]**, **[K]**, **[M]** to move the cursor.

K = up

I = left ⟵ ⟶ J = right

M = down
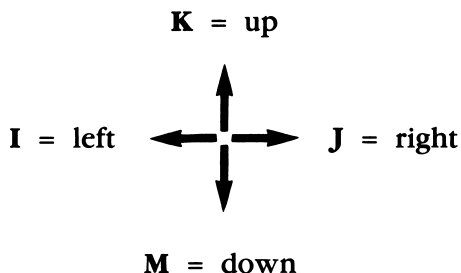
Three Command Modes are used to make changes in the text. They are listed on the left side of the screen. The **[RETURN]** functions differently in the Edit Mode. Press **[RETURN]** only after each correction; **[RETURN]** enters your corrections. This is the cue for the scanner to evaluate your work.

[D] Delete a Character

Use this command to erase letters, spaces, and punctuation. Place the cursor over the character you want to delete and press **[D]**. The character is deleted. Always delete from left to right. The editor will permit only certain deletions. If you try to make a deletion that is not allowed, you see:

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Can't delete there.   **[SP]**

Press **[SPACE BAR]** to continue when you see the **[SP]** prompt.

[A] Add a Character.

Use this command to insert characters in the text. Place the cursor to the right of the position in which the character is to be added. Press **[A]**. Now you are in the Add Mode. Press the character key you want to add and that character will be inserted into the text. To erase characters while in Add Mode, press ⬅ . This is the backspace key. You cannot erase characters in Add Mode beyond the first character of a word. When you cannot erase any further, you see:

No more to back over.   **[SP]**

While in Add Mode, you may add only a limited number of characters. When you cannot add any more characters, you see:

No more allowed.
Exiting add mode.   **[SP]**

Press the **[SPACE BAR]** in response to this prompt.

When you finish adding characters, press **[RETURN]**. Your corrections are recorded and you return to the Edit Mode.

[C] Change a Character.

This command replaces characters in the text. Place the cursor over the character you want to change and press **[C]**. Now

you are in the Change Mode. Press any keyboard character, and that character will replace the original character under the cursor. You may use Change Mode only to replace characters within a single word. If you attempt to make changes beyond that word, you see:

No more allowed.
Exiting Change mode. **[SP]**

Press **[SPACE BAR]** in response to this prompt. You must re-enter a Command Mode (Add, Delete, or Change) to continue making corrections. To continue using Change Mode, position the cursor over the first character of the word you want to change and press **[C]**. You are back in the Change Mode. You cannot use ⬚←⬚ in Change Mode. If you press ⬚←⬚ you see:

No more to back over. **[SP]**

When you finish using Add Mode or Change Mode to correct an error, you must exit that mode by pressing **[RETURN]**. Your changes are recorded and you are now back in Edit Mode.

Although it is possible to add or change words where no error exists, the editor will not allow you to make certain alterations. When changes are not allowed, you see:

Can't add/change there. **[SP]**

Press **[SPACE BAR]** in response to this prompt.

The cursor must be carefully positioned when correcting text in the Add, Delete, or Change Modes. When you add characters they are inserted to the left of the cursor. Place the cursor over a letter if you wish to insert a word or letter into the preceeding space. To add characters following a word or letter, position the cursor one place to the right of that word or letter.

While using the Delete or Change Modes, make sure to position the cursor over the character you wish to delete or replace.

If you try to move the cursor in any other fashion while in Change or Add Mode, the cursor will not respond. You hear a beep to remind you that you are not in Edit Mode and cannot move the cursor. Press **[RETURN]** to get back to Edit Mode.

USING THE
LEARNING MANAGER

The *Writing Skills* series includes a Learning Manager which allows you or a parent or teacher to view and alter the roll book in which the student records are kept. To use the Learning Manager, insert the *System Disk* into drive #1 and turn on your computer and monitor. When the credits screen appears, press [→]. When you see the appropriate prompt, remove the *System Disk* and insert the *Lesson Disk* in the disk drive and press **[SPACE BAR]**. Now, you see the *Learning Manager Menu:*

If you select **List Students With Their Status**, you see:


```
    STUDENTS ENROLLED ON DISK 1
         NAME      CURRENT LESSON STATUS
                 1  2  3  4  5  6  7  8  9  10
    DEBBIE       %  %  S  S  S  S  S  S  S  S
    DOUGLAS      %  %  %  %  %  %  %  O  S  S




                    Q)UIT
```

   This sample roll shows the status of all enrolled students on each of the ten lessons on this disk—**S(tudy)**, **O(kay)**, and **100%**, or, if the student has reached the end of program—**Review** and **Mastery**.

   If more than ten students are enrolled, follow the instructions on the screen to see additional names. A total of 40 names can be listed. Press **[Q]** to return to the *Learning Manager Menu*.

   If you select **Add A Student**, you see the screen shown on page 30.

   Press **[A]** to add names to the Manager List. Instructions and a blinking cursor appear on the screen. Type in the name you want to add and press **[RETURN]**. Now you see:

ADD ANOTHER NAME?   TYPE Y OR N   [   ]

To add more names (up to a total of 40), press **[Y]** and repeat the previous procedure. If you do not want to add more names,

```
TO ADD : Type in student's name
         and press [RETURN].

DEBBIE
DOUGLAS
```

press **[N]** and you see:

CNTRL-V TO SAVE   CNTRL-G TO FORGET

Press **[CTRL] [V]** to save the new names on the *Lesson Disk* and update the Manager List. Press **[CTRL] [G]** to restore the Manager List to its original state. The names you just typed will not be saved. Now press **[Q]** to return to the *Learning Manager Menu*.

If you select **Remove a Student**, you see the Manager List and this message at the bottom of the screen:

R)EMOVE   Q)UIT

Press **[R]** and an arrow cursor appears next to the first name on the list. Move the cursor using ⟶ and ⟵ . Press

[RETURN] to remove the name next to the cursor. The Manager List is updated and you see:

CNTRL-V TO SAVE   CNTRL-G TO FORGET

To save your alterations on the *Lesson Disk*, press **[CTRL] [V]**. To restore the Manager List to its original state, press **[CTRL] [G]**. Your changes will not be saved. Now press **[Q]** to return to the *Learning Manager Menu.*

If you select **Erase the Entire List**, you see the Manager List and this message at the bottom of the screen:

E)RASE   Q)UIT

Press **[E]** and a blinking cursor and this message appears:

Type "ERASE" to erase the entire list.

Type **ERASE** and press **[RETURN]** to erase the entire Manager List.

If you do not want to erase this list, do not type anything; simply press **[RETURN]**. A message confirming that the list has not been erased appears. Press **[SPACE BAR]** to return to the *Learning Manager Menu.*

If you select **Demonstrate a Lesson**, you see the *Main Menu.* The status for each lesson reads **DEMO**.

You can proceed through the tutorials and text practices as described earlier. You are not instructed to take the topic tests or the posttest while in the Demonstration Mode. To return to the *Learning Manager Menu*, press **[ESC]** at any time during

a lesson. You return to the *Main Menu*. Now press **[Q]** to get to the *Learning Manager Menu*.

   If you select **Quit** on the *Learning Manager Menu*, you go to the log-on screen.

APPENDICES

The following table of contents lists all the topics in the five volume Writing Skills series.

Volume 1

Topic 1: Demon Possessives/Contractions

Lesson 1   *its/it's*
Lesson 2   *their/they're*
Lesson 3   *whose/who's*
Lesson 4   *your/you're*
Lesson 5   *theirs/there's*

Instructional Purposes

One of the most common writing errors results from look-alike and sound-alike pronoun possessives and contractions. Instruction in this topic focuses on distinguishing one from the other and learning when to use each form.

Topic 2: Noun Plurals/Possessives

Lesson 1   *s,sh,ch,x,z* Plurals
Lesson 2   *y* Plurals
Lesson 3   Noun Possessives

Instructional Purposes

Another frequent source of errors is confusion among the various noun possessive and plural forms. Instruction in this topic helps you distinguish between the two and learn when to use each form.

Topic 3: Subject-Verb Agreement

Lesson 1   Simple Subjects
Lesson 2   Compound Subjects

Instructional Purposes

Lack of agreement among the elements of a sentence is another common writing error. This topic is covered extensively in *Writing Skills*. You are taught how to select the singular or plural form of verbs to agree in number with both simple and complex subjects.

Volume 2

Topic 1: Pronoun-Antecedent Agreement

Lesson 1   Simple Antecedents
Lesson 2   Compound Antecedents

Instructional Purposes

Often, writing errors arise from selecting a pronoun that does not agree with its antecedent. You are taught to select pronouns that agree in gender, number, and person with both simple and compound antecedents.

Topic 2: Commas

Lesson 1   Series
Lesson 2   Introductory Elements

Instructional Purposes

The comma is probably the most misused punctuation mark. Instruction focuses on the correct use of commas to separate items in series and to set off introductory sentence elements.

Topic 3: Sentence Fragments

Instructional Purposes

This topic teaches you to recognize several common forms of sentence fragments and to rewrite them so that they are complete sentences.

Volume 3

Topic 1: Quotation Practice

Instructional Purposes

Quotation marks are another misused form of punctuation. You are taught the correct punctuation and capitalization practices used with quoted material, and to recognize direct, broken, and indirect quotations.

Topic 2: Pronoun Cases

Instructional Purposes

Another area of difficulty with pronouns is selecting pronouns of the correct case. This topic teaches you to recognize the antecedent as a subject or an object and to select the appropriate pronoun of the nominative or objective case.

Topic 3: Subject-Verb Agreement/Number

Lesson 1   Subject/Verb Separation
Lesson 2   Inverted Order

Instructional Purposes

Selecting a verb to agree with the subject is often confusing if the verb is separated from the subject or if the verb appears before the subject. Instruction focuses on selecting the correct verb under these conditions.

Volume 4

Topic 1: Pronoun-Antecedent Agreement

Lesson 1   Relative Pronouns
Lesson 2   Indefinite Pronouns

Instructional Purposes

Another frequent writing error occurs when selecting relative pronouns—*who, which, that,* and *what*—to agree with their antecedents. You are taught to select pronouns that agree in number with the indefinite pronouns—*somebody, everybody, many, several,* etc.

Topic 2: Troublesome Modifiers

Instructional Purposes

Instruction focuses on selecting from among *this, that, here* and *there* when used alone or with modifiers like *kind, kinds, sort,* and *sorts.* It also teaches positive, comparitive, and superlative degrees.

Topic 3: Subject-Verb Agreement/Number

Instructional Purposes

You are taught to select a verb that agrees in number with an indefinite pronoun used as a subject. You also learn to select a verb that agrees with the subject in sentences beginning with here or there.

Volume 5

Topic 1: Pronoun-Antecedent Agreement

Instructional Purposes

This topic focuses on selecting pronouns that agree with compound antecedents joined by *and, or,* or *not.*

Topic 2: Problems of Case

Instructional Purposes

You are taught to select pronouns of the correct case when used with *than* or *as*. You also learn to select among *who, whom, whoever,* and *whomever.*

Topic 3: Consistency

Instructional Purposes

Instruction focuses on expressing parallel ideas in parallel forms. You learn to recognize and correct awkward shifts of person and voice.

TROUBLESHOOTING

Sometimes programs and computers seem to do strange things. We designed this program to anticipate and prevent problems so that *Writing Skills* is simple and easy to use. Occasionally things may seem to go wrong. Should strange things happen, the following paragraphs might help.

As a general rule, do not hold down **[CTRL]** while pressing another key, unless directed to do so. Control functions are often reserved for controlling the computer directly and sometimes override the program.

WHAT IF . . . the beep stops beeping? You probably pressed **[CTRL][F]** which turns off the beep. Press **[CTRL][F]** again and the beeping should be restored.

WHAT IF . . . the computer stops displaying to the screen? The material on the screen will appear to be frozen. You probably pressed **[CTRL][S]** which stops output to the screen. Press **[CTRL][S]** again and the display to the screen should resume.

WHAT IF . . . the display disappears completely and a message appears in the upper left portion of the screen which reads **PROGRAM INTERRUPTED BY USER**. You probably pressed **[CTRL][2]** or **[CTRL][@]**. Turn the computer off, and restart the program as described in the *Using the Writing Skills Series* section of this manual.

WHAT HAPPENS IF . . . you press **[CTRL][J]**? This is the same as pressing ⬇. It is best, however, to use ⬇.

WHAT HAPPENS IF . . . you press **[CTRL][K]**? This acts as ⬆. It is best, however, to use ⬆.

WHAT HAPPENS IF . . . you press **[CTRL] [[ ]** or **[CTRL] [{]**?
These keys act like **[Q]** in the text practices, topic tests, and pre-
and posttests. It is best, however, to use **[Q]**.

You should not experience any other problems. If you do,
check the following:

CONTROLLER CARD INSTALLED?   A DOS 3.3 Controller
Card must be installed in slot *# 6* of your computer for the pro-
gram to work properly.

LOADING ERRORS?   If the computer does not load the pro-
gram properly, open the disk drive latch, slide the disk out and
then back into the disk drive as far as it will go, and reclose the
latch. If the problem remains, insert a disk that you know works
properly. If this disk does not work, you may have a problem
with your disk drive. Should the problem be confined solely to
the Peachtree disk, return the disk to us for replacement or
correction.

I/O ERRORS?   This error message flashed on your screen
usually indicates a defective disk. Repeat the procedures listed
under LOADING ERROR. If the message remains, return the disk
to us for replacement or correction.

PROGRAM ERROR or **DEFECTIVE DISK?**   Return the disk
to us for correction or replacement.

DO NOT WRITE PROTECT THE DISK.   File writing
occurs during the use of the program; do not place a Write Pro-
tect tab on the program disk.

Please call us if difficulties using this program persist. You can
reach our Customer Service representative at 818-706-0661.

Writing Skills Addendum

To type a capital letter during text editing (as is required in some lessons in Volume 3) press **[CTRL][D]** and then the letter you want to capitalize. The Apple **[SHIFT]** keys will not produce a capital letter in this program.
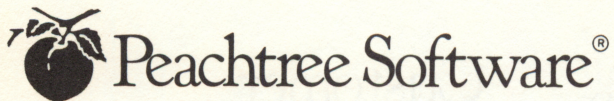
Peachtree Software®

Customer Assurance Program

Please Note

At Management Science America, Inc. (MSA), there's a strong commitment to customer service and support for all of our products, particularly our Peachtree Software line of microcomputer packages. We offer a full range of support services, all designed to help insure that you get the maximum possible benefits from your Peachtree Software products. This booklet describes those services, including:

- Customer Registration
- Customer Support
- Product Upgrade Plan
- Product Replacement Plan
- Limited Warranty
- License Agreement
- Replacement Order Card
- Customer Registration Card

Customer Registration

To take advantage of MSA's Peachtree Software customer services, you must be a registered Peachtree Software product user. Please take a moment now to fill out and return the Customer Registration Card that's attached to this booklet.

Returning the registration card gives you access to:

- **Peachtree Software Customer Support**
- **Peachtree Software Extended Support**
- **The Peachtree Software Upgrade Plan**
- **The Peachtree Software Product Replacement Plan**

The registration card provides proof of delivery so you don't have to send receipts or other records when you apply for warranty service.

Customer Support

Peachtree Software Customer Support is **free** of charge for the first 90 days following delivery of the product. This program is designed to give you complete assistance during that crucial start-up period. Should you encounter any difficulty in using the program, or if the program does not operate as described, we suggest that you do the

License Agreement

PLEASE READ THIS LICENSE AGREEMENT BEFORE OPENING THE ENVELOPE WHICH CONTAINS THE COMPUTER SOFTWARE PROGRAM. BREAKING THE SEAL ON THIS ENVELOPE INDICATES YOUR ACCEPTANCE OF THE LICENSE TERMS. IF YOU DO NOT AGREE WITH THE TERMS, YOU SHOULD RETURN THE PACKAGE WITH THE ENVELOPE UNOPENED TO THE DEALER WITHIN FIFTEEN (15) DAYS AND YOUR MONEY WILL BE REFUNDED.

Peachtree Software Incorporated (PSI) provides the computer software program and User Manual contained in the package (the "Program"), and licenses its use on the terms stated below;

a. You are granted a license to use the Program under the terms stated in this Agreement for personal use in your business or profession. Title and ownership of the program remains in PSI:

b. the Program may be used by you on a computer which you own or use for which the Program is designed to operate.

c. you may not make copies, translations or modification of or to the Program, except you may copy the Program into machine-readable or printed form for backup purposes in support of your use of the Program. (Any portion of this Program merged into or used in conjunction with another program will continue to be the property of PSI and subject to the terms and conditions of this Agreement.);

d. you may not use the Program in a service business, network, timesharing, interactive cable television, multiple CPU or multiple site arrangement or make telecommunication data transmissions of the Program;

e. you may not assign, sell, distribute, lease, rent or transfer the Program or this license to any other person;

f. the limited warranty and limitation of liability provisions contained in the Customer Assurance Plan are incorporated herein by reference; and

g. this license terminates if you fail to comply with any provision of this Agreement. You agree upon termination to destroy the Program, together with all copies, modifications and merged portions in any form. Should you have any questions concerning the Agreement, you may contact PSI by writing PSI, 3445 Peachtree Road, N.E., Atlanta, Georgia 30326-9980.

MANAGEMENT SCIENCE AMERICA, INC
3445 PEACHTREE ROAD, NE
ATLANTA, GEORGIA 30326-9980

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following in order:
1. Consult the user's manual and other instructional materials that accompany the product. They contain answers to most users' questions. Also check to see if the program supports the particular operating system, interfaces and peripherals that you have.
2. Consult your dealer. Most dealers are knowledgeable about Peachtree Software products and are your convenient local source of information.
3. Finally, if your question cannot be answered by reading the manual or consulting your dealer, call:
For accounting and office productivity at (404) 239-3165 between 8:30 a.m. and 7:00 p.m. (Eastern Standard Time) Monday thru Friday.
For educational products at (818) 706-0661 between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday thru Friday.
Before calling, please gather all information relating to the problem. This will make it simpler for our service representative to understand the problem and offer advice and other assistance through Peachtree Software's Extended Support Plan. MSA offers you continuing support for your Peachtree Software product in the form of telephone advice and other assistance. Peachtree Software Extended Support not only protects you against software problems but allows you to access a range of special Peachtree services, including package amendments, updates and a user news-

letter. Peachtree Software Extended Support is available at an additional charge and information about the extended support service will be forwarded to you upon receipt of the completed Customer Registration Card.

Product Upgrade Plan

New versions of Peachtree Software products, incorporating new features and capabilities, are regularly intro-duced as part of our company's ongoing development program. The Peachtree Software Product Upgrade Plan enables existing customers to take advantage of these enhancements. Under the Product Upgrade Plan:

• **You will be notified by mail whenever a new version is introduced.**

• **You have the option to obtain new versions of your product when they are introduced at a special upgrade price.**

Important: To qualify for the Product Upgrade Plan, you must complete and return the Customer Registration Card.

Product Replacement Plan

Peachtree Software products have a limited warranty for 90 days as specified in the Limited Warranty section below. In addition, if your disk(s) become damaged after the warranty expires, Peachtree will

Limitation
of Remedies

Peachtree's entire liability and your exclusive remedy shall be as follows:
1. With respect to defective media during the warranty period:
a. Peachtree will replace media not meeting Peachtree's "Limited Warranty" if returned to Peachtree with a copy of your receipt.
b. In the alternative, if Peachtree is unable to deliver replacement media free of defects in materials and workmanship, you may terminate your License Agreement by returning the Program and your money will be refunded.
2. In all situations involving perfor-mance or nonperformance of the Program during the warranty period, your exclusive remedies are
(a) Peachtree will correct or bypass program defects, or (b) if, after repeated efforts, Peachtree is unable to make the program operate as warranted, you will be entitled to a refund of the money paid or to recover actual damages to the limits set forth below.
For any other claim concerning performance or nonperformance by Peachtree pursuant to the License Agreement, or in any other way related to the Program, you shall be entitled to recover actual damages to the limits set forth below.

IN NO EVENT WILL PEACHTREE OR ITS AUTHORIZED REPRESENTA-TIVE BE LIABLE TO YOU FOR ANY LOST PROFITS, LOST SAVINGS OR OTHER INCI-DENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE ANY PROGRAM EVEN IF PEACHTREE OR A PEACHTREE AUTHORIZED REPRESENT-ATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY OTHER PARTY. SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES SO THE ABOVE LIMITATIONS OR EXCLUSION MAY NOT APPLY TO YOU.

Peachtree's liability to you for actual damages for any cause whatsoever, and regardless of the form of action, shall be limited to the greater of $1,000 or the money paid for the program that caused the damages.

replace it for a $25.00 replacement charge ($5.00 for educational products) plus shipping, handling and taxes if applicable. Both the Limited Warranty and the follow-up Product Replacement Plan apply only to the original customer.

For replacement during the warranty term, complete the Replacement Order Card. Send original defective product, replacement order card and proof of delivery (proof of delivery not required if product is registered) to Peachtree Software Customer Support, Dept. O, 3445 Peachtree Road, N.E., Atlanta, GA 30326-9980.

To qualify for the post-warranty Product Replacement Plan, you must be a registered Peachtree Software product user. Be certain that you have completed and returned your Customer Registration Card.

Limited Warranty

Peachtree warrants that the Program substantially conforms with the program specifications contained in the documentation, provided that the Program is used on the computer hardware and operating system for which it was designed.

Peachtree warrants the media on which the Program is furnished will be free from defects in material or workmanship under normal use. If you believe the media on which the Program is furnished is defective,

return the media to Peachtree for replacement during the Peachtree warranty period. The Peachtree Limited Warranty is for ninety (90) days from delivery as evidenced by your receipt.

You assume responsibility for selecting of the Program to achieve your intended results. Peachtree is not responsible for the installation, use of, or results obtained from the Program. Peachtree does not warrant that the functions contained in the Program will meet your requirements or that the operation of the Program will be uninterrupted or error free, or that defects will be corrected.

THE LIMITED WARRANTIES STATED ABOVE ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

FREE 90-DAY SUPPORT

Peachtree Software® Registration Card

Peachtree Software Incorporated wishes to provide users with the best possible support for its software products. To help us assist you and guarantee your 90-day support, please return this registration card.

IMPORTANT

I have read and do agree to comply with the terms of the accompanying license agreement.

Signed_____

Print Name to be Registered_____

_____

Company_____

Address_____

City, State, Zip_____

Telephone (   )_____

Software Package Title_____

Purchase Date _____ Serial # _____

Computer Make_____ Model_____

Disk Size_____ Printer_____ Terminal_____

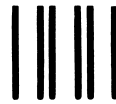I learned about Peachtree Software through:
☐ Computer Dealer ☐ Advertisement ☐ Another User
☐ Other_____

Primary use of computer: ☐ Office ☐ Home ☐ School ☐ Home and Office
☐ Other_____

Is your computer owned by: ☐ Self ☐ Company ☐ Other

Do you have other Peachtree Software packages registered with Technical Support? If so, which ones?
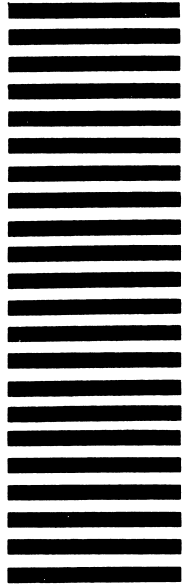
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3445 Peachtree Road, N.E.
Atlanta, Georgia 30326 - 9980

The Science of Learning
Writing Skills
Volume 2

Apple II, Applesoft, DOS 3.3, 64K

Apple II+, DOS 3.3, 64K

Apple IIe, Disk Drive

Franklin Ace 1000, 1000 Plus, Disk Drive

Writing Skills is a five-volume series that employs a practical approach to improving writing skills and correcting common writing problems. The series focuses on correcting the most common writing mistakes by sharpening self-editing skills.

Your first step toward mastering the written word involves editing several passages of material. This pretest determines which topics you should study.

The lessons in each volume of Writing Skills address specific diagnosed areas of weakness. Each lesson presents information, asks questions, provides practice, then tests and evaluates your skills. Topics covered in the series include:

- Volume 1 — Possessives/Contractions, Noun Plurals/Possessives, and Subject/Verb Agreement.

- Volume 2 — Pronoun/Antecedent Agreement, Commas, and Sentence Fragments.

- Volume 3 — Quotation Practice, Pronoun Cases, and Subject/Verb Agreement.

- Volume 4 — Pronoun/Antecedent Agreement, Troublesome Modifiers, and Subject/Verb Agreement.

- Volume 5 — Pronoun/Antecedent Agreement, Problems of Case and Consistency.

Writing Skills has a built-in text editor which allows you to correct written passages on the screen. An internal scanner evaluates your corrections and reports the results back to you. The examples in the tutorials and errors imbedded in the text are randomized, making it unlikely that you will ever see the same pattern twice.

The program also contains a grade book and class manager which records the scores of up to 40 students. Writing Skills is an ideal learning tool for the classroom and home, and provides an excellent beginning or addition to your complete collection of Peachtree Software education, accounting and productivity products.

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Writing Skills Volume 2   APPLE®

Peachtree Software®