## Prewriting

involves deciding on topic and audience, gathering an and selecting appropriate form for	
The student generates ideas. (Brainstorm)	
Brainstorms with peer group	D
Brainstorms independently	D
Generates ideas from verbal prompt	D
Generates ideas from written prompt	P
The student considers purpose.	
Informs	D
Describes	D
Explains	D
Persuades	I/D
Creates	D
Reflects	I/D
The student considers audience.	
Self	D
Family	D
School	D
Community	D
Group/Individual	D
The student focuses ideas.	
Narrows topic with class	D
Narrows topic independently	D
The student gathers information.	
Experiences	D
Observations	D
References	I/D
Technology sources	Ι
Interviews	Ι
The student uses strategies to organize ideas:	
Uses graphic organizers (maps, webs, etc.)-teacher provided	D
Creates and applies graphic organizers (maps, webs, etc.)	
- student does without teacher assistance	I/D
Making Lists	I/D
Notetaking	Ι
The student considers genre.	
Narrative: [e.g. journal, story]	D
Narrative: Friendly Letter	D
Creative: [e.g. story, poems, song, play script]	D
Expository: Early nonfiction writing	D
Expository: Nonfiction Report (guided research)	D
Expository: Research Report (1-2 sources)	Ι
Persuasive	Ι
Technical Writing (basic directions, instructions)	I/D

# Drafting

es and/or paragraphs
D
D
D
D
D
D
D
D
I/D
D
I/D
nd
to improve writing
D
 I/D
I/D
D
D
D
D
D
D D

#### Revising

#### involves the process of improving the meaning and content for clarity (reread, reorder, remove or elaborate upon)

(rereaa, reorder, remove or elaborate uj	pon)
Adds text.	-
Adds text to elaborate on topic and ideas	D
Adds text to clarify purpose or meaning	D
Adds text to complete sentences	D
Adds text to improve sentence fluency	I/D
Adds text to create complete paragraphs	
(topic sentences, supporting details, closing sentence)	I
Adds/Incorporates Figurative language	I
Adds drawings/graphics to enhance text.	D
Subtracts text.	
Subtracts incorrect labels or misplaced words	D
Subtracts text to focus on topic and ideas	D
Subtracts text to clarify purpose or meaning	D
Subtract text to improve sentence fluency	I/D
Organizes writing according to genre and purpose.	
Recognizes that published text has a structure (structure exists)	D
Recognizes that published text has a genre (naming it)	I/D
Recognizes that published text has a specific purpose (purpose)	I/D
Mimics genre format in their own writing	Ι
Organizes text to convey message, topic or idea	Ι
Organizes text according to genre format with teacher assistance	
Adds own personality to writing.	
Understands concept of voice	D
Recognizes voice in writing	D
Attempts to include own voice in writing	D
Revises in consideration of voice	I
Recognizes Tone and Mood in text	D
Rewords text.	
Recognizes that authors have word choice	D
Considers word choice in own writing	I/D
Revises in consideration of word choice	I/D
Uses the thesaurus as a reference.	I
Adjusts word order for fluency.	1
Understands concept of fluency in writing	D
Recognizes areas lacking fluency in writing (with teacher assistance)	D
Recognizes areas lacking fluency in own writing	I
Adjusts word order (placement) to improve fluency	<u> </u>
Adjusts sentence structure to improve fluency	I
Adjusts paragraph structure to improve fluency	I
Adjusts organization of text to improve fluency	Ι
Improves text by using resource materials.	
Dictionary/thesaurus with teacher assistance	Ι
Reference books with teacher assistance	I/D
Reference books independently	I
Technology resources with teacher assistance	I/D

## Editing

ddresses CAPITALIZATION errors.		
Proper nouns: names of		
Holidays	D	
Historical events	Ι	
Specific Places (Jones Park, Luther School)	I/D	
Cities, states, continents, oceans	D	
Nationalities, religions and deity	Ι	
Organizations, trade names, businesses	I/D	
Titles (books, people)	D	
Abbreviations:		
Initials	Ι	
First word in direct quotation (dialogue)	I/D	
lentifies and corrects PUNCTUATION errors		
Periods	-	
Abbreviations	D	
Titles	D	
Question Marks	D	
Exclamation Marks	D	
Commas		
Dates	D	
Addresses	D	
Direct address	D	
Series	D	
Greetings/Closings	D	
Quotation	I	
Introductory words	Ι	
dentifies and corrects PUNCTUATION errors		
Colon		
Time/hours: minutes	D	
Quotation marks	•	
Dialogue	D	
Titles [short poems, songs, chapters, articles]	Ι	
Direct quotes	I	
Underlining (written or typed) or Italics (word processing)	•	
Titles: Books, plays movies	D	
Titles: Magazines, newspapers	I	
Apostrophe – possession	1	
Regular	D	
Irregular	I	
ndependently corrects errors.	D	

#### **Editing, Continued**

involves proofreading the written work for wording, mechanics, spelling, and punctuation

Parts of Speech	
Nouns	D
Verbs	D
Adjectives	D
Pronouns	D
Adverbs	I
Verb Tense	
Past, present, future	D
Consistency of tense	I
Subject - verb agreement	D
Syllabication	I
Uses the THESAURUS as a reference.	I
ilizes grade level editing marks.	I/D

# Publish

involves preparing and bringing a final product to the	e attention of the audience	
Applies penmanship and/or word processing skills.		
Publishes by writing in cursive	I/D	
Publishes by word processing	D	
Publishes using presentation software	Ι	
Provides adequate citations.		
Documents sources informally	I/D	
Lists sources at end of document	I/D	
Uses appropriate format. (title, cover page, heading)		
Assigns titles appropriate to genre and text	D	
Creates a heading according to teacher expectation	D	
Creates an informal title page (title, date, grade, name)	I/D	
Shares writing with intended audience.		
Shares writing with home	D	
Shares writing with peers	D	
Shares writing with self identified audience	D	
Shares with community or organization	D	
Displays work in school	D	
Shares writing from genre grade level focus	D	
Appropriately utilizes visual aids (including illustrations, charts, tables, graphs, etc.)		
Incorporates illustrations, charts, tables, diagrams and graphs by hand	I/D	
Incorporates illustrations, charts, tables, diagrams and graphs using wordprocessing or spreadsheet software	I/D	
Incorporates illustrations, charts, tables, diagrams and graphs using presentation software	I	
Presents writing using poster or prop	D	

Genre		
involves developing a variety of writing styles		
Narrative - Nonfiction		
Writes personal experiences in basic narrative form (beginning, middle and end, characters, details)	D	
Writes personal experiences in narrative form (basic plot, setting, 5 W's, descriptive language)	I/D	
Writes in response/reflection to literature (no specified format)	D	
Writes autobiography using reference materials or interviews	Ι	
Narrative: Creative / Expressive		
Writes in personal journal / writer's notebook	D	
Writes fictional stories in basic narrative form		
(beginning, middle and end, characters, details)	D	
Writes early poetry (mimics form)	D	
Writes poetry according to easy format		
(haiku, ab ab rhyming, free verse, etc)	I/D	
Creates poetry determining own format	I/D	
Writes simple plays (lines, characters)	I	
Understands genre of fables and folklore	D	
Expository		
Writes simple biography	D	
Writes biography (longer time span, more detail, greater focus)	Ι	
Writes to describe observations	D	
Writes to describe places and things	D	
Creates and writes interviews	Ι	
Writes to explain what or why	Ι	
Writes summary of story	I/D	
Writes summary of a book	Ι	
Writes simple reports (from verbal/visual information - teacher)	D	
Writes nonfiction report to inform		
(from nonfiction book - single source) independent work	D	
Writes nonfiction report to inform (from multiple sources)	D	
Writes basic research paper - list sources	Ι	
Persuasive		
Understands genre of persuasion	Ι	
Fechnical		
Writes to explain how (simple steps, directions, etc)	D	
Writes to explain how (more complex directions)	I/D	
Writes to explain mathematical thought / action	D	
Fimed Writing		
Writes meaningful piece in 30 minutes		
(no prompt-chooses own genre)	D	
Writes meaningful piece in 30 minutes		
(prompt-chooses own genre)	D	
Writes in given genre in specified time limit	Ι	
Applies writing process in timed situation	I/D	
Assessment Response		
Writes in complete sentences in response to written question		
(without teacher assistance)	D	
Writes in paragraph format (topic sentence, supporting detail,		
closing sentence) in response to written question or prompt		
semence, in response to written question of prompt	I/D	
Manages time in assessment situation	D	

#### Craft

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involves	using	the	craft
	a		

of a published author to serve as a writing mentor

of a published author to serve as a writing mentor		
Reads and rereads own writing as a reader		
Rereads own writing as a "reader" (teacher guided/modeled)	D	
Rereads own writing from a variety of perspectives as different "readers" (teacher		
guided/modeled)	I/D	
Identifies possible changes based on reader's needs		
(teacher guided/modeled)	D	
Reflects on own writing during the process (teacher guided)	D	
Makes changes during the writing process based on reflection	D	
Reflects on own writing after publishing (teacher guided)	D	
Reflects on own writing after publishing (independently)	Ι	
Reads and rereads literature like a writer (recognizes craft & recognizes		
literature as published writing)		
Understands that authors use/personalize the writing process	D	
Understands that authors tailor writing to a specific audience and purpose	D	
Understands that a writer can learn from other writers		
(peer or professional author)	D	
Selects a craft from an author and applies it in their own writing		
Recognizes a "craft" in a piece of literature (teacher guide)	D	
Names the craft (self-created name)	Ι	
Names the craft (formal literary term)	Ι	
Uses vocabulary of a writer to name, discuss, and apply		
craft		
Alliteration	Ι	
Character	D	
Dialogue	D	
Onomatopoeia	Ι	
Dist (action conflict rising action aligner falling action solution)	I/D	
Plot (setting, conflict, rising action, climax, falling action, solution) Rhyme	D	
Rhythm	D I/D	
Sequence of Events	D	
Setting	D D	
Simile	I/D	
Title	D	
Author-Unique Craft	I	
manor omfar orac	*	