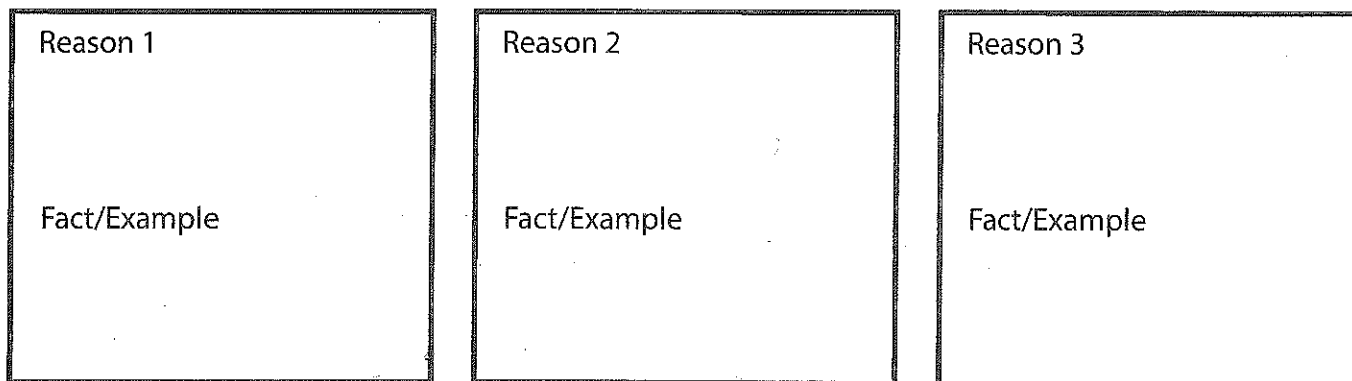
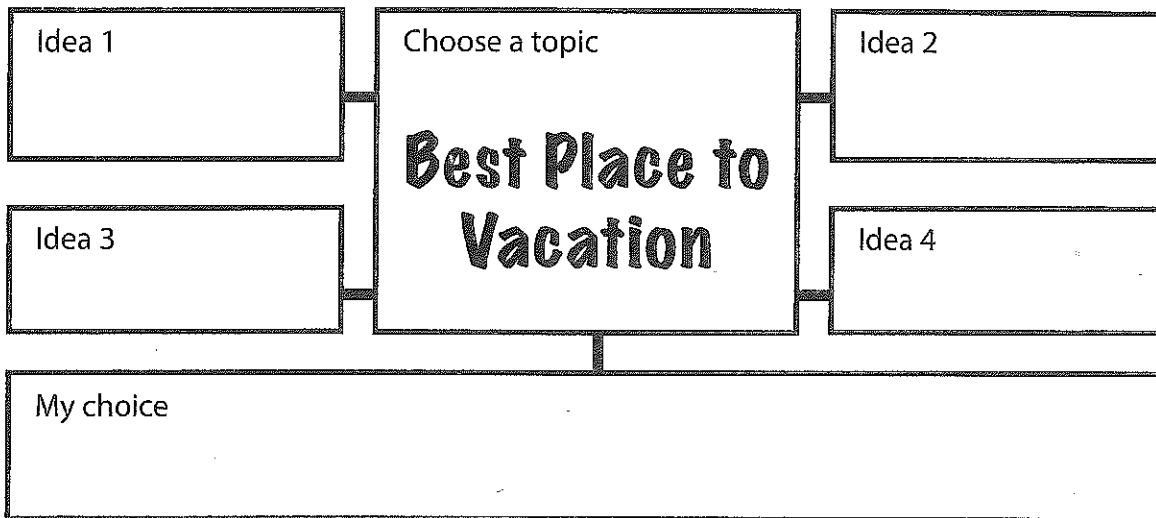


Step 1: Prewrite/Brainstorm

Think about, plan, and organize your writing. Use the Internet, books, or magazines to find new information about your topic. Take notes.



Conclusion

Step 3: Revise

Read your essay. Then, answer the questions with *Y* for yes or *N* for no.

- _____ Did I start my story with an interesting introduction that will make readers want to read more?
- _____ Did I provide facts and details to support my reasons?
- _____ Did I use words such as *in addition* and *specifically* to link my reasons with my opinion?
- _____ Are all of my sentences about the topic?
- _____ Should I add more details?
- _____ Did I break the essay into paragraphs?
- _____ Have I used exciting verbs?
- _____ Have I used interesting adjectives?
- _____ Have I used a variety of sentence structures?
- _____ Does my conclusion provide a good ending for the essay by restating my opinion?

The best part of this essay is ...	The part that needs work is ...

Step 4: Edit/Proofread

Place a check mark before each item when you have checked your work.

My Story

- _____ I have read my essay, and it makes sense.
 _____ It has a beginning, middle, and end.
 _____ I stayed on topic.
 _____ My sentences are easy for readers to understand.
 _____ I used a variety of words.

Capitalization

- _____ Each sentence begins with a capital letter.
 _____ All proper nouns begin with capital letters.
 _____ My title words, except for articles and prepositions, are capitalized.

Punctuation

- _____ Each sentence ends with the correct ending punctuation.
 _____ I have placed commas where they belong.
 _____ I have used quotation marks to show where speech starts and ends.

Spelling

- _____ I have checked to see that all words are spelled correctly.
 _____ I have looked up words when needed.

Grammar

- _____ My subjects and verbs match.
 _____ I have used italics or underlining to indicate titles of works.
 _____ I have used conjunctions properly.

Peer or Teacher Editing Checklist

Ask another student or teacher to look at your writing and mark Yes or No.

Is the first word of each sentence capitalized?	Yes	No
Are the proper nouns capitalized?	Yes	No
Does each sentence end with a punctuation mark?	Yes	No
Are the words spelled correctly?	Yes	No
Are the paragraphs indented?	Yes	No
Is the handwriting or typing easy to read?	Yes	No

Editor's Name _____

Name _____

Step 5: Publish

When you publish an essay or report, you make it possible for others to read it. Your readers might be teachers, students, or family members.

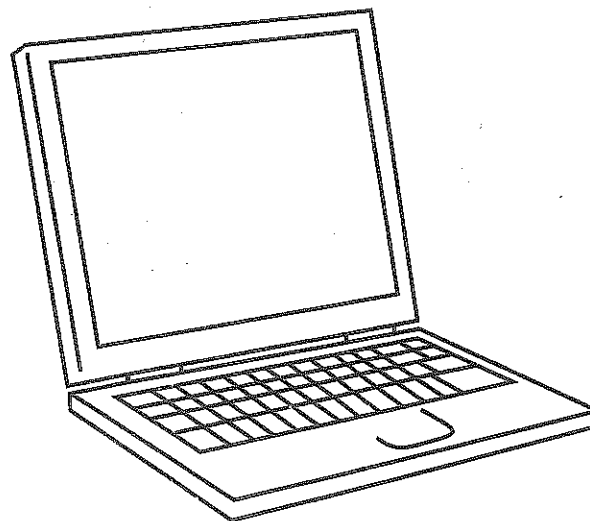
To publish an impressive essay or report, choose from these options.

1. I choose to publish my writing by
 - _____ writing it in neat handwriting.
 - _____ typing it on a computer.
 - _____ typing it on a tablet.
 - _____ copying it on a copier.

2. If I use a cover page, it will include
 - _____ the title.
 - _____ the author's name.
 - _____ the illustrator's name.
 - _____ art or illustrations.

3. If appropriate, my presentation will include
 - _____ illustration(s) or art.
 - _____ captions for the illustration(s) or art.
 - _____ a graph, chart, or time line.

4. I will share my writing with



Student Writing Checklist

Prewrite/Brainstorm

- _____ Consider and choose the topic for your essay.
- _____ Research your topic on the Internet, in books, or in magazines.
- _____ Take notes.
- _____ Summarize what you have learned.

Draft

- _____ Organize the essay by topics. Separate topics by paragraphs.
- _____ Provide an introduction, a body, and a conclusion in the essay.
- _____ Support opinions and points of view with reasons.
- _____ Develop the topic with facts and definitions.
- _____ Include details to describe thoughts, feelings, or actions.
- _____ Show evidence in your writing (*for example, because, The author said, I noticed on page _____, Based on what I read online*):

Revise

- _____ Write each sentence with a subject and verb.
- _____ Sequence events in the order they occurred.
- _____ Make sure sentence meaning is clear.
- _____ Use specific nouns, lively verbs, and interesting adjectives.
- _____ Use a variety of sentence structures.

Edit/Proofread

- _____ Indent each paragraph.
- _____ Capitalize the first letter in each sentence.
- _____ Capitalize all proper nouns.
- _____ Spell all words correctly.
- _____ Use proper grammar, including subject/verb agreement.
- _____ Use proper punctuation, including quotation marks.

Publish

- _____ Make sure your final copy is neat—no wrinkles, creases, or holes.
- _____ Erase any smudges or dirty spots.
- _____ Use good spacing between words.
- _____ Use your best handwriting or typing.
- _____ Include illustration(s) if appropriate.

Common Core-Aligned Writing Rubric

Use this rubric as a guide to assess students' written work. You may also offer it to students to help them check their work or as a tool to show your scoring.

4	<ul style="list-style-type: none">_____ Offers insightful reasoning and strong evidence of critical thinking_____ Responds skillfully to all of the items in the prompt_____ Uses a logical organizational structure, including introductory and concluding sentences or paragraphs_____ Skillfully connects ideas with linking words and phrases_____ Uses vivid dialogue where appropriate_____ Skillfully supports topic(s) and opinions with evidence
3	<ul style="list-style-type: none">_____ Offers sufficient reasoning and evidence of critical thinking_____ Responds to all items in the prompt_____ Uses introductory and concluding sentences_____ Connects ideas with appropriate linking words and phrases_____ Uses dialogue where appropriate_____ Supports topic(s) and opinions with evidence
2	<ul style="list-style-type: none">_____ Demonstrates some evidence of critical thinking_____ Responds to some items in the prompt_____ Shows some understanding of paragraph formation._____ Connects some ideas with linking words and phrases_____ Uses some dialogue where appropriate_____ Supports topic(s) and opinions with little evidence
1	<ul style="list-style-type: none">_____ Demonstrates limited or no evidence of critical thinking_____ Responds to some or no items in the prompts_____ Shows little or no understanding of paragraph structure_____ Presents ideas or events in random sequence_____ Uses little or no dialogue where appropriate_____ Topic(s) or opinions are not supported by evidence.