

Writer: _____ **Date:** _____

Writing plan

Use this tool to help you make decisions about your piece of writing and writing process.

1. Why am I writing?

(What do I want my readers to know or to do?)

I want my readers to _____

Examples of purpose

- I want my readers to laugh at a funny story.
- I want my readers to understand how to build a bird feeder.
- I want my readers to clean up the park in our school neighborhood.

2. Who are my readers?

(Who do I want to read my writing?)

I want _____

to read my writing so/because _____

Examples of audience

- I want my classmates to read my writing so they understand how to solve a math problem.
- I want my neighbors to read my writing so they will start recycling their plastic bottles.
- I want the author of my favorite book to read my writing because I want her to know how much her book means to me.

3. What am I writing?

(What product do I want to create for my writing?)

I want to create _____

Examples of products

- I want to create an exciting story with illustrations.
- I want to create a report that gives facts.
- I want to create a letter that explains my opinion.

4. How am I presenting ideas in my writing?

Put a check next to all the steps you will take to **develop** ideas in your piece of writing.

- I will find important information about my topic.
 - I will include details.
 - I will include examples.
 - I will include explanations.
 - I will include reasons for opinions.
 - I will _____
-

Put a check next to all the steps you will take to **organize** ideas in your piece of writing.

- I will put events in the order that they happened.
 - I will explain the problem and then the solution.
 - I will show how some events caused other events to happen.
 - I will compare how they are alike and how they are different.
 - I will put the most important ideas first.
 - I will use transition words (then, because, but) to show the relationship between ideas.
 - I will _____
-

5. How will I use the writing process?

Working together

Put a check next to the sentence that best describes how you feel.

- I know who to ask for help with this writing task.
- I am not sure who to ask for help with this writing task.

Put a check next to all the steps you will take if you get stuck while writing.

- I will ask my teacher for help.
 - I will ask a classmate for ideas or feedback.
 - I will make a list of questions.
 - I will read the directions again.
 - I will ask someone to read the directions out loud to me.
 - I will _____
-

Thoughts, feelings, and behaviors

Put a check next to the sentence that best describes how you feel.

- I know how to stay focused and how to calm myself if I get frustrated or confused when I write.
- I am not sure how to stay focused or how to calm myself if I get frustrated or confused when I write.

Put a check next to all the steps you will take if you get stuck while writing.

- I will set small goals so I will not feel nervous about writing for this task.
 - I will write in the way that makes me most comfortable (by writing with pencil and paper, by typing on a keyboard, or by using a mixture of both).
 - I will decide when to take brain breaks so I will not get too tired.
 - I will notice when I have doubts, and I will respond by thinking of something I am doing well.
 - I will use tools like graphic organizers to help me keep track of my ideas.
 - I will _____
-

Checking my work

Put a check next to the sentence that best describes how you feel.

- I know how to check my work.
- I am not sure how to check my work.

Put a check next to all the steps you will take if you get stuck while writing.

- I will reread my piece of writing and pay special attention to skills that I have been working on.
 - I will read my piece of writing out loud to myself to make sure my sentences sound OK.
 - I will read my piece of writing out loud to a classmate to see if they understand my ideas.
 - I will _____
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