






# Contents

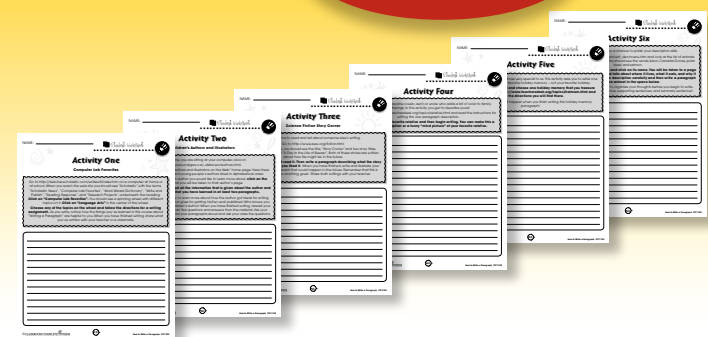


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## Drafting Your Paragraph

Put the letter of the correct term beside its definition:

- |          |                                    |   |   |
|----------|------------------------------------|---|---|
| <b>A</b> | prewriting                         | anyone who reads or hears your writing  | 1 |
| <b>B</b> | drafting                           | states what you want your readers to know, believe, or understand after reading your paragraph  | 2 |
| <b>C</b> | writing                            | putting your ideas on paper as sentences for the first time – the second step in the writing process  | 3 |
| <b>D</b> | purpose for writing                | the sentences in the middle of the paragraph that tell more about the topic   | 4 |
| <b>E</b> | audience                           | the first step in the writing process   | 5 |
| <b>F</b> | things to know about your audience | your reason for writing a paragraph   | 6 |
| <b>G</b> | topic sentence                     | a process, a set of steps toward a goal   | 7 |
| <b>H</b> | detail sentences                   | Who they are; what level of information they have about your subject; and the context, or situation, in which they will be reading a piece of writing | 8 |
| <b>I</b> | summary sentence                   | The last sentence in a paragraph, it restates the idea in the topic sentence  | 9 |

A Good Topic Sentence Should:	Bad Example	Good Example
1. be a statement not a question.	"Will the students of City Elementary School successfully complete the written composition exams?"	"Because of their determination and hard work, the students of City Elementary School successfully completed the written composition exams."
2. not be too broad	"All the students did great work."	"The students used correct punctuation, grammar, and sentence structure on their composition exams."
3. not look like an announcement	"They made the highest scores in the school's history."	"As a result of their preparation and enthusiasm, the students made the highest scores in the school's history."



## Drafting Your Paragraph

Good writing does not just happen magically. All writers must understand that writing is a process with several steps to the goal of a finished composition. We have learned that **prewriting is the first step in the writing process**. Prewriting involves choosing a topic, brainstorming ideas about the topic, and organizing your ideas in order to write sentences and paragraphs.

The second step in the writing process is called **drafting**. **Drafting is the process of putting your ideas on paper as sentences and paragraphs**. When you draft, you begin to put all your prewriting ideas about the topic in an understandable order. Sometimes, doing this is called writing your first or rough draft.

As you begin to draft your paragraph, one of your first tasks will be to decide what the **purpose** or reason for your writing will be. People write for many different reasons. Some of the reasons might be to entertain, to inform, or to persuade an audience.

Another important **job to do** before you write is to decide who your audience will be. A writer's **audience is anyone who reads, sees, or hears a message or composition**. Your audience may be your classmates, your parents, business people, or anyone who happens to read or hear your composition. It is important to know **who** the people are in your audience, **what level of information** they have about your subject; and the **context**, or situation, in which they will be reading your writing.

Finally, as you prepare the first draft of your paragraph, you should always keep in mind that a **good paragraph has three sections** – 1) a **good topic sentence**, 2) three or more **supporting or detail sentences**, and 3) a well-written **summary or closing sentence**.



The Writing Watch Dog says, "A **topic sentence states what you want your readers to know, believe, or understand after reading your paragraph**. **Detail or supporting sentences are the sentences in the middle of the paragraph that tell more about the topic**. A **closing or summary sentence restates the thoughts in the topic sentence**."



## Drafting Your Paragraph

1. Put a "P" next to each step that happens in the **prewriting stage** of the writing process and put a "D" next to each step that happens in the **drafting stage** of the writing process.

- a) decide who the audience for the writing will be
- b) use a Venn Diagram to help decide likenesses and differences of two topics.
- c) decide what the purpose for writing will be.
- d) brainstorm ideas for a topic
- e) use a topic sentence, supporting details, and a summary sentence as you write.
- f) organize your ideas into sentences and paragraphs
- g) use a 5 W's Chart to organize details of a topic
- h) indent the first sentence as you begin to write.
- i) use a Sensory Detail Chart to organize the details of a topic
- j) use a Cause and Effect Chart to organize the details of a topic

2. Define the following terms in complete sentences.

- a) prewriting - \_\_\_\_\_
- b) drafting - \_\_\_\_\_
- c) topic sentence - \_\_\_\_\_
- d) supporting details - \_\_\_\_\_
- e) summary sentence - \_\_\_\_\_
- f) purpose for writing - \_\_\_\_\_
- g) audience - \_\_\_\_\_
- h) writing - \_\_\_\_\_
- i) graphic organizers - \_\_\_\_\_
- j) first draft - \_\_\_\_\_



## Using Graphic Organizers in Drafting

Matching: Draw a line from the graphic organizer to the written description of how it is used.

### 1. INFORMAL OUTLINE

Topic - \_\_\_\_\_  
 1. Topic Sentence - \_\_\_\_\_  
 2. Supporting Details - \_\_\_\_\_  
 3. Closing Sentence - \_\_\_\_\_

A graphic organizer that arranges the ideas as they happened.

### 2. SEQUENCE CHART

TOPIC - \_\_\_\_\_  
 First,  
 Second,  
 Third,  
 Fourth,  
 Finally,

A graphic organizer that arranges ideas by their importance.

### 3. ORDER OF IMPORTANCE LADDER

Topic \_\_\_\_\_  
 Most Important Idea \_\_\_\_\_  
 Supporting Details \_\_\_\_\_  
 Summary Idea \_\_\_\_\_

A graphic organizer that arranges ideas as main topic, supporting details, and closing sentence.



An Important Person

Think about people you know or have met. Choose ONE person who has made a big difference in your life. Write about that person AND describe his or her positive effect on your life.

Handwriting lines for writing an important person.



Science Fiction

Imagine yourself in the year 2030, when suddenly all of the world's technologies stop working. You decide to publish a daily newspaper, and make ten copies by hand. In this first paragraph, describe a day in the life of someone in this new non-technological society.

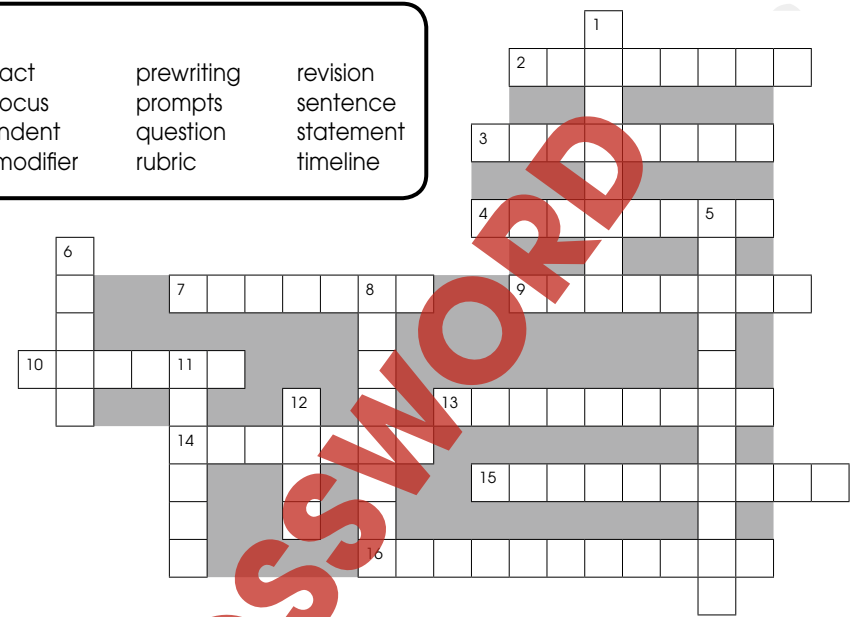
Handwriting lines for writing a science fiction paragraph.



Crossword

Word List

- audience, conjunction, details, exclamation, fact, focus, indent, modifier, prewriting, prompts, question, rubric, revision, sentence, statement, timeline



Across

- 2. A sentence that ends in a question mark
3. A word that describes another word
4. Those who will read or hear your writing
7. Suggestions of what to write about
9. A group of words that makes a complete thought
10. Lists all the information your teacher will be using to assess your writing
13. A sentence that tells something
14. Sentences that add more information about a topic
15. The first stage of the writing process
16. A sentence that shows excitement

Down

- 1. The third step in the writing process
5. A joining word such as "and", "but", "or", "because"
6. What you are writing about
8. A graphic organizer showing the key events within a particular period of time
11. Move 5 or more spaces to the right when beginning a paragraph
12. A statement that can be proven



Comprehension Quiz



1. Fill in the blanks in each sentence using the terms in the box.

- Detail sentences, narrative paragraph, purpose for writing, writing prompts, sentence, first, summary or closing, paragraph, topic sentence

- a) The reason you choose to write is called your \_\_\_\_\_.
b) A \_\_\_\_\_ is a group of words that expresses a complete thought.
c) A \_\_\_\_\_ is a collection of related sentences dealing with a single topic.
d) The \_\_\_\_\_ tells the main idea of the paragraph.
e) The topic sentence is usually the \_\_\_\_\_ sentence in the paragraph.
f) \_\_\_\_\_ support or explain the main idea introduced by the topic sentence.
g) The last sentence in your paragraph is called the \_\_\_\_\_ sentence.
h) \_\_\_\_\_ are suggestions of things to write about.
i) A \_\_\_\_\_ tells a story.



2. Circle the word True if the statement is true. Circle the word False if it's false.

- a) A persuasive paragraph tries to convince people to agree with you about a specific issue. True False
b) Narrative is another name for an expository paragraph. True False
c) The first stage of the writing process is drafting. True False
d) Diagrams which help you organize your prewriting ideas on paper are called graphic organizers. True False
e) Free-writing is often done during the prewriting stage of the writing process. True False



Who, What, When, Where, Why, How

Graphic organizers are a pictorial way of constructing knowledge and organizing information. They help the student convert and compress a lot of seemingly disjointed information into a structured, simple-to-read, graphic display.



Main Idea: \_\_\_\_\_

NAME: \_\_\_\_\_

After You Read 



# Revising your Paragraph

1. Put a check mark (✓) next to the correct term.

a) \_\_\_\_\_ is the third step in the writing process.

- A drafting
- B revising
- C prewriting

b) Revision means \_\_\_\_\_.

- A to write new ideas for the first time.
- B to have super seeing powers
- C to read or review writing for the second time

c) \_\_\_\_\_ is not one of the things to do when you review your first draft.

- A Make sure you have a closing sentence in each paragraph.
- B Make sure that you have at least six words with more than four syllables in each paragraph.
- C Check that all your sentences focus on the main idea in each paragraph

2. Circle the word True if the statement is true. Circle the word False if it's false.

a) Style is not very important when you are writing a paragraph or an essay.

True False

b) Using a variety of sentence beginnings is a part of your writing style.

True False

c) Each paragraph must have a purpose.

True False

d) Rubric is not another name for a scoring guide.

True False

e) The first task in the revision process is to rest.

True False

f) Many paragraphs do not need a closing or summary sentence.

True False

g) All supporting detail sentences must focus on the main idea of the paragraph.

True False

1.

a)  B

b)  C

c)  B

2.

a) FALSE

b) TRUE

c) TRUE

d) FALSE

e) TRUE

f) FALSE

g) TRUE

1

E

2

F

3

A

4

B

5

C

6

G

7

D

8

K

9

L

10

M

11

H

12

J

13

I

1.

a) I began loading the laundry that was piled on the floor.

b) The tall boy with red hair led the band.

c) The new girl wearing a big hair bow will sit in this desk.

2.

a) Ken forgot his lunch so he called his mother.

b) Pedro bought five new pens, but he lost three of them.

c) Taylor came to school today but he didn't do his homework.

3.

a) O

b) F

c) F

d) F

1.

1 D

2 E

3 F

4 A

5 C

6 B

7 H

8 G

2.

**A Day At The Beach**

My family and I went to the beach last week. We stayed at a big hotel. (Needs subject) was very nice.

The ocean was right outside our window. Katie and I swam. (We) picked up shells and talked all day. At night we watched movies with our parents. I think the ocean and the beach are the best places for a good holiday!



EASY MARKING ANSWER KEY