

The Writing Process

Selecting a Topic:

Students choose their subject.

Pre-writing:

Students prepare to write by generating ideas and gathering information to record on a planning page or graphic organizer. This phase of the process helps the students organize their thinking and prepare to write.

Drafting:

Referring to their pre-writing notes, students turn bits of ideas into complete thoughts and begin to create a piece. Using pencil, skipping lines and using only one side of the paper is helpful. By doing so, students have space to complete revising and editing.

Revising:

Students revisit their first drafts of writing, and make improvements in the style and content of their writing. It's helpful to use a colored pen to see additions to writing.

Editing:

Students proofread their work, paying careful attention to mechanics, sentence structure, paragraphing, and grammar. Editing should also be done in colored ink (using a different color than the one used during the revising process) so that both you and the students are able to make the distinction between the two different phases of the writing process.

Publishing:

Each writer creates a formal, final copy of their work. Published drafts are often done in ink or on a word processor. When handing in a published copy, students should also hand in the work completed during other phases of the writing process.

Peer and/or teacher conferencing, goal setting, and self-reflection:

This work should be ongoing throughout each phase of the writing process.

Sample Dialogue Lead

"Mom, I'm home!" I yelled.

"How was school today?" she hollered from inside the kitchen.

"OK," I retorted, not really wanting to strike up a lengthy conversation. "If you don't mind, I would like to curl up on the sofa and finish the book I'm reading."

"Not a problem, I promise to stay out of your way!" my mother replied.

Shortly after beginning my journey into the wonderful fantasy world in my book, I heard a low grumbling sound and felt something soft briefly touch my shoulders.

"Mom, quit making jokes. I'm trying to finish this book!"

There was no reply and I began to panic.

"Mom? Mom!" I continued to yell as I charged up the stairs.

"Where are you? Is everything OK?"

I ran straight for her bedroom and into the closet where I felt I would be safe. My screams for my mother continued, however. I began to hear the noise come closer and soon heard scratching at the door.

"Help me!"

Name _____

Proofreading Marks

Editor's Marks	Meaning	Example
≡	capitalize	they visited the Grand Canyon. ≡
/	make it lowercase	Ellen was late for the Party. /
Sp.	spelling mistake	January is the first <u>moth</u> of the year. sp.
○	add a period	Manuel plays hockey ○
~	delete (remove)	Nick is in the the seventh grade.
^	add a word	The red ^{car} is missing a wheel. ^
^,	add a comma	He ate a banana, an apple, and a pear. ^,
~	reverse words or letters	A whale is a mammal sea. ~
^,	add an apostrophe	Angels' father came to the game. ^,
“ / ” ^ / ^	add quotation marks	“You're late,” yelled the bus driver. “ / ” ^ / ^
#	make a space	Alex plays the guitar. / #
^	close the space	The butterfly landed on the flower. ^
¶	begin a new paragraph	to see. ¶ Finally, I feel . . .

Writing Rubric

Use this rubric to evaluate your writing. Circle a number in each row to rate your writing. Then revise to improve your score.

	Score 4	Score 3	Score 2	Score 1
Focus and Ideas	<p style="text-align: center;">4</p> <p>My writing is on topic, complete, and my ideas are well developed.</p>	<p style="text-align: center;">3</p> <p>My writing is mostly on topic, complete, and most of my ideas are developed.</p>	<p style="text-align: center;">2</p> <p>My writing is not always on topic. It is somewhat complete, but ideas are not developed.</p>	<p style="text-align: center;">1</p> <p>My writing is not on topic, does not seem complete, and ideas are not clear.</p>
Organization	<p style="text-align: center;">4</p> <p>Ideas and details are clear and well organized.</p>	<p style="text-align: center;">3</p> <p>Ideas and details are mostly clear and organized.</p>	<p style="text-align: center;">2</p> <p>Ideas and details are not always clearly organized. Some ideas are too wordy.</p>	<p style="text-align: center;">1</p> <p>Ideas and details are not clearly organized or connected.</p>
Voice	<p style="text-align: center;">4</p> <p>My voice connects with the reader and sounds personal and unique.</p>	<p style="text-align: center;">3</p> <p>My voice connects with the reader and sounds mostly personal and unique.</p>	<p style="text-align: center;">2</p> <p>My voice may connect with the reader but does not sound personal or unique.</p>	<p style="text-align: center;">1</p> <p>My voice does not connect with the reader. It does not sound personal or unique.</p>
Word Choice	<p style="text-align: center;">4</p> <p>My writing includes vivid verbs, strong adjectives, and specific nouns.</p>	<p style="text-align: center;">3</p> <p>My writing includes some vivid verbs, strong adjectives, and specific nouns.</p>	<p style="text-align: center;">2</p> <p>My writing includes mostly simple nouns and verbs, and may have some adjectives.</p>	<p style="text-align: center;">1</p> <p>My writing includes only simple nouns and verbs, and some of them are incorrect.</p>
Sentence Fluency	<p style="text-align: center;">4</p> <p>There is a variety of complete sentences that flow together smoothly.</p>	<p style="text-align: center;">3</p> <p>There is some variety of mostly complete sentences. Some parts flow smoothly.</p>	<p style="text-align: center;">2</p> <p>There are mostly simple sentences, and some of these are incomplete.</p>	<p style="text-align: center;">1</p> <p>Sentences have no variety. Incomplete sentences make the writing hard to understand.</p>
Conventions	<p style="text-align: center;">4</p> <p>There are no errors in grammar, spelling, capitalization, or punctuation.</p>	<p style="text-align: center;">3</p> <p>There are few errors in grammar, spelling, capitalization, or punctuation.</p>	<p style="text-align: center;">2</p> <p>There are some errors in grammar, spelling, capitalization, or punctuation.</p>	<p style="text-align: center;">1</p> <p>There are many errors in grammar, spelling, capitalization, or punctuation.</p>

Character Traits

mean

barbarous
brutal
cold-hearted
cruel
heartless
insensitive
malevolent
malicious
ruthless
uncaring
unkind
vicious

moral

chaste
ethical
noble
principled
pure
righteous
virtuous

negative

critical
cynical
defeated
hopeless
pessimistic
sarcastic

outgoing

convivial
extroverted
gregarious
personable
sociable
social
unreserved

polite

affable
civil
cordial
courteous
gracious
respectful

positive

cheerful
hopeful
idealistic
optimistic
sanguine

practical

level-headed
logical
pragmatic
rational
realistic
reasonable
sensible

prideful

arrogant
boastful
conceited
egotistical
haughty
narcissistic
pompous
smug
vain

respectable

admirable
honorable
laudable
praiseworthy
reputable
upright

responsible

conscientious
dependable
dutiful
mature
reliable
trustworthy

revengeful

malicious
punitive
retaliatory
spiteful
vengeful
vindictive

rude

boorish
churlish
discourteous
disrespectful
impertinent
impolite
impudent
inconsiderate
insolent
surly
uncivil

selfish

egocentric
greedy
miserly
parsimonious
self-centered
stingy

serious

austere
humorless
intense
solemn
somber
stern

silly

childish
clownish
immature
nonsensical
senseless

smart

bookish
bright
brilliant
clever
ingenious
intellectual
intelligent
knowledgeable
quick-witted
sharp

strange

awkward
bizarre
eccentric
mysterious
odd
outlandish
peculiar
unusual
weird

stubborn

hardheaded
headstrong
obstinate
persistent
stiff-necked
strong-willed
willful

stupid

brainless
foolish
idiotic
imbecilic
mindless
moronic
simple
unintelligent
witless

talented

accomplished
adept
artistic
brilliant
experienced
expert
gifted
ingenious
skilled
skillful

tricky

conniving
crafty
cunning
devious

mischievous

scheming
shrewd
sly
sneaky
wily

uncaring

apathetic
callous
cold
heartless
indifferent
insensitive
unsympathetic

understanding

accepting
empathetic
perceptive
sensitive
sympathetic

unforgiving

begrudging
bitter
embittered
merciless
resentful

unsocial

introverted
reclusive
reserved
solitary
standoffish
unsociable
withdrawn

wise

discerning
enlightened
insightful
judicious
perceptive
prudent
sagacious

Character Traits



Boring: The nurse was nice to her patient.
Interesting: The tender and compassionate nurse never left her patient's side.

<p>bossy aggressive controlling demanding domineering forceful intimidating overbearing tyrannical</p> <p>brave adventurous audacious bold chivalrous courageous daring dauntless fearless gallant heroic knightly valiant valorous</p> <p>cowardly fearful gutless passive spineless timid weak</p> <p>crazy demented disturbed insane lunatic maniacal</p> <p>creative artistic clever gifted imaginative</p>	<p>ingenious innovative inspired inventive original unique</p> <p>determined driven persevering persistent steadfast</p> <p>dishonest corrupt deceitful deceptive devious disingenuous untruthful</p> <p>disobedient defiant insubordinate lawless rebellious undisciplined unmanageable unruly</p> <p>driven industrious sedulous studious</p> <p>energetic active animated enthusiastic high-spirited lively sprightly vivacious</p>	<p>enthusiastic ardent eager earnest excited exuberant passionate zealous</p> <p>evil corrupt fiendish hateful immoral monstrous sinful sinister vile wicked</p> <p>forgiving gracious magnanimous merciful</p> <p>friendly affable amiable amicable congenial convivial cordial genial good-natured warm</p> <p>fun amusing convivial enjoyable entertaining exciting imaginative lively playful</p>	<p>funny amusing comical entertaining hilarious humorous hysterical witty</p> <p>generous benevolent charitable magnanimous noble selfless self-sacrificing unselfish</p> <p>hard-working ambitious assiduous diligent</p> <p>honest honorable forthright sincere straightforward trustworthy truthful</p> <p>hostile aggressive antagonistic argumentative belligerent combative contentious pugnacious quarrelsome</p> <p>humble meek modest self-effacing</p>	<p>irresponsible careless flighty forgetful inattentive undependable unreliable untrustworthy</p> <p>jealous covetous envious green-eyed possessive</p> <p>kind caring compassionate considerate courteous gentle gracious loving soft-hearted sweet sympathetic tender thoughtful warm</p> <p>lazy heavy-footed idle indolent languorous slothful slow-moving unmotivated</p> <p>loyal committed dedicated devoted faithful steadfast</p>
--	---	--	--	---

"Said" Synonyms

intimidated

(cont'd)

taunted
threatened

joked

bantered
jested
jived
joshed
kidded

laughed

cackled
chortled
chuckled
giggled
howled
roared
snickered
sniggered
snorted

nagged

badgered
hounded
needled
pestered
prodded

observed

detected
discerned
discovered
noted
noticed
perceived

ordered

charged
commanded
decreed
demanded
directed
instructed

persuaded

cajoled
coaxed
convinced
exhorted
insisted
urged
wheedled
wooded

predicted

conjectured
forecasted
foretold
guessed
inferred
presumed
prognosticated
prophesied
speculated
supposed
surmised

promised

agreed
assured
ensured
guaranteed
pledged
swore
vowed

raged

boiled
bristled
foamed
fumed
ranted
raved
spit
stormed

rejoiced

celebrated
cheered
exulted
hooted
jubilated
reveled

remembered

brooded
recalled
recollected
reflected
reminisced

retold

narrated
quoted
recited
recounted
repeated

revealed

announced
confessed
confided
declared
disclosed
divulged
expressed
proclaimed
professed
uttered

sang

chanted
chirped
crooned
hummed
serenaded
trilled

twittered

warbled
yodeled

scolded

berated
chastened
chided
criticized
lectured
rebuked
reprimanded
reproached

screamed

bawled
bellowed
blared
blurled
cried
exclaimed
hollered
roared
shouted
shrieked
shrilled
squealed
wailed
yelled
yowled

stuttered

faltered
hesitated
sputtered
stammered
stumbled
trembled

suggested

advised
hinted
implied

inferred

insinuated
intimated
offered
proposed
recommended

tattled

blabbed
blurled
gossiped
leaked
rumored
snitched
spilled
squeaked

teased

bugged
harassed
mocked
needled
pestered
razzed
ribbed
roasted
taunted


warned

admonished
advised
alerted
cautioned
exhorted
forewarned

whispered

breathed
buzzed
hissed
mumbled
murmured
muttered

"Said" Synonyms

 *ZZZZZ Boring:* "I don't want to go," she said.
Interesting: "I don't want to go!" she whimpered.

agreed

acknowledged
assented
conceded
concurred
consented
seconded

animal sounds

barked
chirped
croaked
crowed
growled
hissed
howled
panted
roared
snarled
squawked
squeaked
yapped
yelped

answered

reacted
remarked
replied
responded
retorted
returned

argued

bickered
contended
contested
contradicted
countered
debated
denied
disagreed
disputed

objected
opposed
protested
quarreled
quibbled
squabbled

asked

challenged
grilled
inquired
interrogated
pried
probed
queried
questioned
quizzed
requested

begged

beseched
entreated
implored
petitioned
pleaded
prayed
pressed
requested
urged

blamed

accused
alleged
attacked
charged
claimed
rebuked
reproved

chatted

babbled
blabbed

chitchatted
gabbed
gibbered
gossiped
jabbered
prattled

commented

mentioned
noted
opined
remarked
stated

complained

bemoaned
bewailed
fretted
fussed
griped
groaned
grumbled
moaned
pouted
sniveled
whimpered
whined
yammered

cried

bawled
bemoaned
bewailed
blubbered
grieved
groaned
howled
lamented
moaned
mourned

sighed
sniffled
sniveled
sobbed
wailed
wept
whimpered
yammered
yowled

criticized

blasted
chastised
chided
disapproved
lambasted
nitpicked
reprimanded
zinged

declared

announced
asserted
broadcasted
confirmed
informed
proclaimed
professed

exaggerated

boasted
bragged
distorted
elaborated
embellished
enhanced
expanded
expounded
fabricated
inflated

romanticized
overstated

explained

clarified
described
detailed
illustrated
interpreted
paraphrased
summarized
translated

gaspd

choked
gulped
heaved
panted
snorted
wheezed

imitated

aped
echoed
impersonated
mimicked
mocked
parodied
parroted

interrupted

blurted
inserted
interfered
interjected

intimidated

badgered
browbeat
bullied
coerced
harassed
hounded

Emotions / Feelings



ZZZZZ Boring: The singer on the stage was scared.
Interesting: Trembling in terror, the panic-stricken singer stood frozen on stage.

afraid

aghast
alarmed
apprehensive
blanched
cowardly
cowed
daunted
disheartened
dismayed
distressed
faint-hearted
fearful
frightened
frozen
horrified
intimidated
panicked
panicky
panic-stricken
petrified
rattled
scared
shaken
shocked
spooked
startled
stunned
terrified
terror-stricken
trembling

angry

boiling
cross
enraged
fiery
fuming
furious
heated
incensed
indignant
inflamed
infuriated
irate
maddened
outraged
provoked
rabid
raging
riled
vexed
wrathful

annoyed
agitated
bothered
crabby
cranky
disgruntled
displeased
dissatisfied
frustrated
grouchy
grumpy

ill-tempered
irritable
irritated
moody
peeved
peevisish
petulant
sulky
sullen
temperamental
vexed

ashamed

apologetic
contrite
disappointed
mournful
penitent
regretful
remorseful
repentant
rueful
sorrowful
sorry

calm

harmonious
mellow
peaceful
placid
quiescent
quiet
relaxed

reposeful
restful
serene
soothing
still
stormless
tranquil
undisturbed
unruffled
waveless
windless

confused

abashed
addled
baffled
befuddled
bewildered
confounded
dazed
disconcerted
disoriented
distracted
dizzy
flummoxed
flustered
muddled
mystified
perplexed
puzzled
stumped
unglued

disappointed

disconcerted
discontented
discouraged
disenchanted
disgruntled
disheartened
disillusioned
dissatisfied
downhearted
embittered
frustrated
resentful
saddened
thwarted
ungratified
unsatisfied
vanquished

embarrassed

abashed
ashamed
chagrined
disconcerted
disgraced
humbled
humiliated
mortified
shamed

excited

agitated
animated

Emotions / Feelings

aroused
awakened
charged
delighted
eager
emotional
enthusiastic
feverish
hyper
hysterical
jumpy
lively
passionate
stirred
thrilled
wild

happy

blessed
blissful
blithe
cheerful
cheery
chipper
chirpy
content
contented
convivial
delighted
ecstatic
elated
exultant
gleeful
gratified
jolly
joyful

joyous
jubilant
lighthearted
merry
mirthful
overjoyed
peppy
perky
playful
pleasant
pleased
sunny
thrilled
upbeat

lonely

disconsolate
forlorn
forsaken
isolated
lonesome
reclusive
rejected
secluded
solitary
unsocial
withdrawn

nervous

anxious
apprehensive
concerned
distressed
flustered
high-strung
jittery

jumpy
nervy
restless
skittish
tense
uneasy
uptight
worried

proud

contented
dignified
gratified
honored
pleased
satisfied

sad

bereaved
brokenhearted
crestfallen
crushed
dejected
depressed
despairing
despondent
devastated
disconsolate
dismal
doleful
downcast
forlorn
gloomy
glum
grief-stricken
grieved

heartbroken
heartsick
heartsore
heavy-hearted
inconsolable
languishing
low-spirited
lugubrious
melancholy
miserable
morose
mournful
somber
sorrowful
troubled
weeping
wistful

shy

bashful
cautious
coy
demure
humble
introverted
meek
modest
mousy
quiet
rabbity
reserved
reticent
self-conscious
sheepish
skittish
timid
unassertive

surprised

agape
aghast
amazed
astonished
astounded
awestruck
dumbfounded
dumbstruck
flabbergasted
floored
overwhelmed
shocked
speechless
staggered
startled
stunned
thrown
thunderstruck

upset

agitated
bothered
disconcerted
dismayed
disquieted
distraught
distressed
disturbed
stressed
troubled
unglued
unsettled
worried

Transition Words and Phrases

accordingly

after

after that

afterward

also

another

as a result

as an example of

as proof

as soon as

at first

at last

at the same time

before long

besides

consequently

earlier

even if

even so

eventually

finally

first, second, third

for example

for instance

for one thing

for this reason

furthermore

hence

however

I feel that

in addition

in conclusion

in short

in spite of

instead

in my opinion

in other words

in the first place

in the meantime

in the same way

it is my belief that

later

likewise

meanwhile

moreover

most importantly

nevertheless

next

now

one

once

on the contrary

on the other hand

on the whole

or

other

otherwise

similarly

soon

specifically

still

that is

then

therefore

to begin with

to illustrate

thus

when

yet

Powerful Words



unquestionable

tremendous

outrageous

dazzling

splendid

magnificent

petite

ample

fascinating

eccentric

glorious

amazing

phenomenal

lively

tempting

dazzling

brilliant

tranquil

appealing

worthwhile

incredible

gorgeous

abundant

gigantic

comfortable

marvelous

generous

tantalizing

exuberant

memorable

spectacular

superb

vivid

quaint

stunning

first class

exceptional

breathhtaking

quintessential

Word and Phrase Suggestions for Different Types of Writing

This list of words and phrases are some that are commonly used in different types of writing. Keep this list handy to remind you about each type of writing and to refer to while writing.

Narrative

recently	before
previously	then
afterwards	finally
when	at least
after	subsequently
first, second, third, etc.	last
in the beginning	

Expository

is kind of	because
is a type of	since
belongs to	as a result of
is a part of	is due to
fits into	therefore
is grouped with	thus
is related to	consequently
is associated with	hence
can be divided into	

Descriptive

size	in
color	above
shape	below
purpose	beside
length	near
width	north
weight	east
speed	south
is like	west
resembles	

Persuasive

in my opinion	dislike
I think that	hope
I consider	feel
I believe	idea
it seems to me	belief
I prefer	understanding
like	

Six-Trait Checklist

Ideas

- focuses on a specific topic
- has a clear focus statement
- contains specific details

Organization

- has a beginning, middle, and ending
- has a topic sentence for each paragraph
- has enough details to develop each topic sentence
- uses transitions to connect paragraphs

Voice

- speaks in an engaging way that keeps readers wanting to hear more
- shows that the writer really cares about the subject

Word Choice

- contains specific nouns and action verbs
- presents an appropriate level of language (not too formal or too informal)

Sentence Fluency

- flows smoothly from sentence to sentence
- shows variety in sentence beginnings and lengths
- uses transitions to connect sentences

Conventions

- follows the basic rules of grammar, spelling, capitalization, and punctuation.

Fourth Grade Reading Sight Word List

the	boy	saw	many	don't	could
go	but	school	into	open	young
in	can't	she	number	though	family
is	car	some	people	four	talk
me	come	tell	brother	high	across
to	day	that	toward	between	next
can	do	them	hundred	under	also
it	down	there	first	story	sign
you	eat	they	water	present	color
see	friend	thing	question	watch	early
my	from	this	please	leave	put
said	fun	would	work	favorite	listen
have	girl	mouth	any	every	jump
get	give	us	does	earth	ride
not	good	up	because	eye	write
we	had	want	only	always	soon
and	has	when	very	both	know
like	before	why	great	paper	laugh
did	her	where	beautiful	often	found
run	here	what	large	until	about
for	him	went	move	children	done
was	his	who	again	night	drink
on	house	will	pull	carry	eight
at	how	with	father	once	hold
as	little	your	sentence	later	grow
of	look	were	through	without	long
if	made	or	follow	almost	never
are	make	one	even	being	kind
after	explain	frighten	different	example	hurt
all	now	use	picture	together	own
am	no	each	find	group	shall
animal	off	their	answer	important	warm
away	old	which	study	second	idea
be	out	these	learn	mother	walk
about	over	two	world	enough	city
best	play	been	add	really	pretty
big	ran	word	around	sometimes	think

Fourth Grade Reading Sight Word List

white	piece	quickly	cried	except	
help	heard	quiet	repeat	terrible	
well	become	govern	huge	tongue	
won't	happen	government	invisible	umbrella	
myself	happy	season	thought	weather	
don't	remember	material	another	emphasize	
new	numeral	special	should	before	
buy	however	heavy	birthday	necessary	
use	money	cause	brought	destroy	
persuade	unit	forest	since	pleasure	
right	notice	edge	parade	strange	
which	field	third	nothing	practice	
wash	certain	month	yesterday	area	
draw	measure	square	several	usually	
bring	afternoon	suddenly	tomorrow	cover	
better	finally	perhaps	company	reason	
clean	front	center	rough	pencil	
full	correct	medium	remain	noise	
start	circle	general	guess	written	
show	ocean	believe	catch	travel	
toward	minute	receive	caught	figure	
water	decide	summer	touch	picnic	
point	course	energy	already	reply	
different	built	member	minute	possible	
sister	carefully	equipment	afraid	represent	
mountain	island	simple	everything	parent	
problem	surface	exercise	interest	produce	
without	machine	develop	person	neighbor	
leave	science	distance	strong	straight	
country	thousand	teacher	surprise	height	
body	cousin	record	behind	equal	
south	system	instruct	breakfast	compare	
during	uncle	instrument	wonderful	opinion	
whole	million	paragraph	certain	twice	
morning	describe	raise	circus	multiply	
voice	length	clothes	climb	mixture	
complete	probably	region	captain	subtraction	