

# 6 TIPS: WELL-ROUNDED WRITING PROGRAM

(times are approximate...)

**1. Read!!! Everyday!!! (10-30 minutes)** Selections can include both reading from textbook, and quality thematic/free choice selections, both fiction (consider referring to a list of Newbery award winners) and nonfiction, along with a variety of other print and online sources.

- Short Stories
- Poetry
- News sources and magazines (print and online)

**2. Write!!! Everyday!! (10 minutes)**

- Topic can be selected by student, or from parent/list suggestions.
- Length should be determined by age/writing level. Suggested minimum: 1 sentence/grade in school: 3<sup>rd</sup> grader writes minimum of 3 sentences daily.
- Do it everyday!
- Don't grade journal writing. When you see errors that consistently occur, teach that concept within another area of writing instruction. See #5 below.

**3. Process Writing (20-30 minutes)**

- One finished piece of writing weekly for elementary; every 2 weeks for upper grades.
- Sources for ideas
  - Social studies/Science subjects
  - Reading materials
  - CyberWriter/Calendar (<http://hcs.hickmanschools.org/cyberwriter.html>)
- Use following time guideline:
  - Brainstorming (1 day elementary; 2 days upper grades)
  - Rough draft (1 day elementary; 4-5 days upper grades)
  - Revision ( 1 day elementary; 1-2 days upper grades)
  - Editing (1 day)
  - Final published draft (1 day elementary; 1-2 days upper grades)
- If desired, save in either a paper or online portfolio (organizational plan, rough and final draft—all three parts!!)
- Both student and parent should perform rubric evaluation (including read-aloud) of finished product. Add to final product in portfolio.

**4. Copy Work (10 minutes)**

- Have student frequently and regularly copy meaningful published text, striving for accuracy. Text could include selections from newspapers, books, poetry, etc.
- Same minimum length standard as for journal writing.
- Emphasize good handwriting as well as accuracy. (Have handwriting reference available.)

**5. Language Mechanics (10 minutes)**

- Locate and use comprehensive instructional lessons for areas of weakness. Start with language arts curriculum.
- Brief additional practice, if needed; possible sources include
  - *Easy Grammar, Daily Grams, Oral Language, Editor In Chief*
  - When consistent errors are noted in writing such as journaling, locate grade-level appropriate teaching lessons in *Easy Grammar* or other reference tool.
- Have good references available: *Write Source* handbook for appropriate grade levels (available for checkout in annex)

**6. Computer Keyboarding and Technology (10-20 minutes)**

- Locate and consistently use a program to teach basic keyboarding skills (Typing Club)
- Develop familiarity with a widely accepted word processing program (Word, etc.)
- Develop familiarity with basic computer functions (use programs, use internet)