From Draft to Display

Follow a notice through the writing process.

6-8.R4 "Utilize a writing process to plan, draft, revise, edit, and publish writings in various genres."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the writer's planning list and underline the first draft's opening line. Number the revised opening, the corrected word, and the published notice 1, 2, and 3.

A Notice for the Hallway

1 When our class planned a seed swap, I offered to write a notice for the hallway board. Before drafting, I jotted down my audience: students who had never traded seeds. I listed the facts they needed: the day, the place, and what to bring. My first draft began, "Come to the seed swap. Bring seeds." It sounded easy to read, but it left out when and where to go. I asked my friend Nia to listen while I read her the opening line.

2 Nia asked, "When and where?" Her question showed me that readers needed more than an invitation. I revised the first line to say, "Trade seeds Thursday at lunch beside the courtyard gate." Then I added, "Put each kind in a labeled envelope." These changes gave readers useful directions, not just a cheerful request. I read the new version aloud to see whether it made sense. This time, Nia could tell me when to come and where to stand without asking another question.

3 Before posting the notice, I edited a mistake in my second draft: I had written "thursday" with a lowercase letter. I corrected it to "Thursday" because days of the week start with capital letters. I also checked that the sentence about envelopes ended with a period. Finally, I copied the corrected notice onto a clean sheet and pinned it on the hallway board. The posted version read: "Trade seeds Thursday at lunch beside the courtyard gate. Put each kind in a labeled envelope." Students could now use it to prepare for the swap.

2 ANSWER WITH EVIDENCE

Use the passage

1. What did the writer plan before drafting, and which planned facts were missing from the first draft?

2. How did Nia's question help the writer revise the opening line?

3. What is one revision and one edit the writer made? Explain the difference between them.

4. How did the writer prepare the final copy for readers, and where was it published?

3 YOUR TURN

Your own words

Plan a two-sentence notice for a school event other than a seed swap. Show a rough draft, a revision that adds needed information, one edit, and a clean final copy for a hallway board. In your plan, include your audience, time, place, and what to bring.

ANSWER KEY

From Draft to Display

GRADE 6 · 6-8.R4

PART 1 · READ AND MARK

Circle the writer's planning list and underline the first draft's opening line. Number the revised opening, the corrected word, and the published notice 1, 2, and 3. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What did the writer plan before drafting, and which planned facts were missing from the first draft?	**The writer identified students new to trading seeds as the audience and listed the day, place, and what to bring. The first draft left out the day and place.**
2	How did Nia's question help the writer revise the opening line?	**Nia asked when and where. The writer revised the line to include Thursday at lunch and the courtyard gate.**
3	What is one revision and one edit the writer made? Explain the difference between them.	**The writer revised the opening to add the time and place, changing its information. The writer edited "thursday" to "Thursday," correcting capitalization.**
4	How did the writer prepare the final copy for readers, and where was it published?	**The writer copied the corrected notice onto a clean sheet and pinned it on the hallway board.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: Audience: students. Time: Tuesday after school. Place: by the gym doors. Bring: a piece of chalk.
Rough draft: Come make art. Bring chalk.
Revision: Art club hosts a chalk art hour tuesday after school by the gym doors. Bring a piece of chalk.
Edit: Capitalize Tuesday and check the periods.
Final copy: Art club hosts a chalk art hour Tuesday after school by the gym doors. Bring a piece of chalk.

Accept other accurate descriptions of how the writer planned, revised, edited, and published the notice. For the open task, look for a different event, a revision that improves the information, a specific edit, and a clean two-sentence final notice.