

Writing Takes Time

Notice how purpose and audience shape a writer's process.

CCSS.ELA-Literacy.CCRA.W.10 "Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes, and audiences."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline details that show how much time Maya used, or plans to use, for writing. Circle words that show who will read each piece or why Maya wrote it.

Maya's Garden Writing

- ① On Monday morning, Maya wrote a short announcement for the school news page: "Garden volunteers will meet at 3:15 p.m. Thursday beside the library doors. Bring a water bottle and gloves if you have them. We will pull weeds and label new seedlings." She wrote it in one sitting because families needed the details that day. Maya used short, clear sentences so busy readers could quickly learn the time, place, and job before dinner began at home.
- ② Later, Maya began a longer article about the garden's pollinators. She spent several days reading library books and a local nature center website. In her notes, she recorded that bees and butterflies carry pollen between flowers, helping many plants make seeds and fruit. After drafting, Maya asked the science teacher to check her facts. She replaced a vague sentence, "Bugs help plants," with a precise explanation from her notes. Her revised article would be posted next week.
- ③ Before posting either piece, Maya considered who would read it. The announcement was for volunteers and their families, so it included practical directions. The article was for students who might visit the garden, so it explained one science idea. Maya also saved both drafts in a folder. Next month, she plans to return to the article after observing the garden again. She may add new details, reorganize a paragraph, and revise the title. Different writing tasks need different amounts of time, research, and revision.

2 ANSWER WITH EVIDENCE Use the passage

1 Which piece did Maya write in one sitting, and why was that amount of time appropriate?

2 What two actions did Maya take while preparing her longer article to make it accurate?

3 How did Maya change her writing for the audience of the announcement and the audience of the article?

4 What does Maya plan to do next month, and what are two changes she might make?

3 YOUR TURN Your own words

Choose a school or community project. Write a three-sentence notice that people need right away, then write a plan for a longer article you will research and revise over several days, including its audience, two sources, and one revision step.

PART 1 • READ AND MARK

Underline details that show how much time Maya used, or plans to use, for writing. Circle words that show who will read each piece or why Maya wrote it. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which piece did Maya write in one sitting, and why was that amount of time appropriate?	She wrote the garden-volunteer announcement in one sitting because families needed the details that day.
2	What two actions did Maya take while preparing her longer article to make it accurate?	She read library books and a local nature center website, then asked the science teacher to check her facts.
3	How did Maya change her writing for the audience of the announcement and the audience of the article?	For volunteers and families, she included practical directions. For students visiting the garden, she explained a science idea.
4	What does Maya plan to do next month, and what are two changes she might make?	She plans to return to the article after observing the garden again. She may add details, reorganize a paragraph, or revise the title.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Notice: The Compost Crew will meet Wednesday at 3:15 p.m. beside the garden shed. Bring gloves if you have them. We will sort food scraps and add dry leaves to the compost bin. Longer article plan: I will write for families about how composting changes food scraps and leaves into a soil-like material. I will use the city recycling website and interview the cafeteria manager. After my first draft, I will check facts, add a labeled diagram, and revise unclear sentences next week.

Accept notices with a clear audience, purpose, and practical details. In the longer-writing plan, accept a named audience, at least two reasonable sources, and a specific research or revision action.