Writing Takes Time

Notice how a writer changes plans for time, purpose, and audience.

CCSS.ELA-Literacy.W.4.10 "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 discipline-specific tasks, purposes, and audiences."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the words that tell how long Maya worked on each writing task. Circle words that tell who will read or hear her writing and why she is writing it.

Maya's Garden Writing

1. On Monday, Maya wrote a short announcement for the morning news. She had one class period, so she chose three clear facts about the new pollinator garden and invited students to bring empty milk cartons for planters. Her audience was students and teachers. Before the bell, she read the announcement aloud, crossed out one extra detail, and made the opening easier to understand.

2. For a science fair display, Maya needed more time. Over two weeks, she observed bees near the garden, read library books, and asked the custodian how often the plants were watered. She kept notes with dates. Then she planned a report for families at Science Night. Each afternoon, Maya checked that her facts matched her sources and sorted her notes into sections about flowers, insects, and water.

3. After making a first draft, Maya noticed that her report used words that younger visitors might not know. On the next day, she replaced some hard words, added labels to a chart, and asked her partner to read it. Her partner said the watering section was confusing. Maya revised that section and made a final copy. The finished report helped families learn why the garden needs bees and water.

2 ANSWER WITH EVIDENCE

Use the passage

1. Which writing task did Maya finish in one class period, and who was her audience?

2. What are two things Maya did over two weeks to gather information for her report?

3. Who was Maya planning her longer report for, and what did she do each afternoon to improve it?

4. What did Maya revise after her partner gave feedback, and why did she revise it?

3 YOUR TURN

Your own words

Choose a real or imagined school event. Write a two-sentence announcement for students that you could finish in one sitting. Then write a three-step plan for a longer information piece for families that includes research, drafting, and revision.

ANSWER KEY

Writing Takes Time

GRADE 4 · W.4.10

PART 1 · READ AND MARK

Underline the words that tell how long Maya worked on each writing task. Circle words that tell who will read or hear her writing and why she is writing it. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Which writing task did Maya finish in one class period, and who was her audience?	**She wrote a morning-news announcement for students and teachers.**
2	What are two things Maya did over two weeks to gather information for her report?	**She observed bees, read library books, and asked the custodian about watering. Any two are correct.**
3	Who was Maya planning her longer report for, and what did she do each afternoon to improve it?	**She planned it for families at Science Night. She checked facts against sources and sorted her notes into sections.**
4	What did Maya revise after her partner gave feedback, and why did she revise it?	**She revised the watering section because her partner said it was confusing.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Announcement: Bring a book you have finished to the Book Swap on Friday. Choose a different book to take home after school. Plan: 1. On Monday, ask the librarian for the swap rules and take notes. 2. On Tuesday, draft a family flyer that explains where and when the swap happens. 3. On Wednesday, reread the flyer, ask an adult to check it, and revise unclear parts.

Accept equivalent details supported by the passage. For the open task, accept a clear two-sentence student announcement and a three-step family-writing plan that includes research, drafting, and revision.