Build a Better Guide

See how a writer plans, revises, and edits a useful guide.

CCSS.ELA-Literacy.W.4.5 "With guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, and editing. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 4 here.)"

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the planning move, circle two revision moves, and number the three editing checks 1, 2, and 3 to see how Maya improved her guide.

Maya's Library Guide

For the class town guide, Maya chose the public library. Before drafting, she made a plan with three boxes: place, facts, and reason to visit. In the facts box, she wrote "borrows books," "uses computers," and "joins programs." Her teacher asked her to make sure the guide explained why each fact mattered to visitors at the library.

Maya's first draft said, "The library has books and computers." A partner suggested adding details because readers might wonder what they could do there. Maya revised the sentence to say, "At the library, visitors can borrow books, research topics, and use computers." She also added that free programs include story times and craft activities for children.

Before sharing the guide, Maya read every sentence slowly. She changed "librarys" to "libraries," checked that proper names began with capital letters, and added a comma after "At the library." Then she asked her teacher to read the guide. Her teacher said the details were clear, so Maya published the final copy for families at school.

2 ANSWER WITH EVIDENCE

Use the passage

1. What three parts did Maya include in her plan?

2. Why did Maya's partner suggest adding details?

3. How did Maya revise her first sentence? Write the new sentence.

4. Name two editing checks Maya made before sharing her guide.

3 YOUR TURN

Your own words

Make a three-word plan for a place you know. Then write a three-sentence guide paragraph using your plan, add a revision note naming one detail you added or changed, and add an editing note naming one convention you checked.

ANSWER KEY

Build a Better Guide

GRADE 4 · W.4.5

PART 1 · READ AND MARK

Underline the planning move, circle two revision moves, and number the three editing checks 1, 2, and 3 to see how Maya improved her guide. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What three parts did Maya include in her plan?	**Place, facts, and a reason to visit.**
2	Why did Maya's partner suggest adding details?	**Readers might wonder what they could do at the library.**
3	How did Maya revise her first sentence? Write the new sentence.	**"At the library, visitors can borrow books, research topics, and use computers."**
4	Name two editing checks Maya made before sharing her guide.	**Any two: changed "librarys" to "libraries," checked capital letters for proper names, or added a comma after "At the library."**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: playground, swings, shade Our school playground has swings, a climbing wall, and wide-open space. Students can rest under the shady trees after they play. Families can visit the playground after school. Revision note: I added "shady trees" to help readers picture a place to rest. Editing note: I checked commas in my list and capital letters at the beginning of each sentence.

Accept clear evidence of planning, a three-sentence guide paragraph, a specific revision note, and an editing note about a convention. The student's place, details, and revision choices may vary.