Garden Guide Team

See how writers plan, draft, and revise in a shared document.

ELA.3.C.5.2 "Use digital writing tools individually or collaboratively to plan, draft, and revise writing."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline words that show students using a shared digital document. Then number the parts that show planning, drafting, and revising, 1, 2, and 3.

A Guide for the Garden

1 Ms. Chen's class wanted to make a digital guide for caring for the school garden. First, four students opened one shared document on their tablets. They made a plan with three headings: Watering, Weeding, and Tools. Lila typed ideas under Watering while Mateo added ideas under Tools. Everyone could see the plan and add a comment when they had a new idea.

2 Next, the group used the plan to draft short directions. Jae wrote, "Carry water in a small bucket." Noor noticed that the garden hose was easier for many plants. She used a comment to suggest a change. Jae read the comment and replaced his sentence with, "Use the hose to water the plants slowly." The group kept the old idea only in the comment history.

3 Before sharing the guide, the students revised it together. They checked whether each direction was clear and safe. Mateo saw a missing step in the Tools section, so he added, "Put tools back after using them." Lila fixed a spelling mistake in the word "gloves." Then each student reread one section and left a comment if a step needed more details. Their shared document showed the plan, draft, and revisions.

2 ANSWER WITH EVIDENCE

Use the passage

1. What did the students make before they drafted directions, and where did they make it?

2. How did Noor suggest a change to Jae's direction?

3. What new direction did Jae write after reading Noor's comment?

4. Name one way the group revised the guide before sharing it.

3 YOUR TURN

Your own words

Use a digital document, alone or with a partner, to make a three-item plan for a classroom job. Write a three-sentence draft, add one comment that leads to a revision, and then write the final three-sentence version.

ANSWER KEY

Garden Guide Team

GRADE 3 · ELA.3.C.5.2

PART 1 · READ AND MARK

Underline words that show students using a shared digital document. Then number the parts that show planning, drafting, and revising, 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 students make before they drafted directions, and where did they make it?	**They made a plan in one shared digital document on their tablets.**
2	How did Noor suggest a change to Jae's direction?	**She used a comment.**
3	What new direction did Jae write after reading Noor's comment?	**"Use the hose to water the plants slowly."**
4	Name one way the group revised the guide before sharing it.	**They checked that directions were clear and safe, added a missing step, fixed a spelling mistake, or left comments for more details.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: 1. Gather books. 2. Sort books by label. 3. Check the shelf. Draft: Gather the books. Sort them. Put them away. Comment: "Tell how to sort the books." Final: Gather the books from the table. Sort each book by its label. Put each book on the matching shelf.

Accept answers that identify a shared document, planning, drafting, comments, and revisions from the passage. For Part 3, accept any appropriate classroom job if the student includes a plan, a draft, a useful comment, and a revised final version.