Digital Writing Team

Plan, draft, and revise with digital tools.

ELA.4.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 each action that uses a digital tool to plan, draft, or revise the proposal. Write P, D, or R beside each underlined action to show its purpose.

A Garden Proposal

1. On Monday, Maya opened a shared document to help her class write a proposal for a butterfly garden. First, she made a heading called "Plan." Under it, she and Jordan used a bulleted list to collect ideas: a sunny spot, native flowers, and a water dish. They added comments beside ideas that needed facts. The list helped the partners choose what to explain in their proposal.

2. Next, Jordan turned the list into a first draft in the same document. He wrote three short sections about the garden's place, plants, and care. Maya used the comment tool to ask, "Which native flowers will grow here?" Jordan searched a trusted local park website and added two flower names. Because both students could see the document, they could work at different times without passing paper back and forth.

3. Before sharing the proposal, the partners revised it together. Maya used suggestion mode to change a repeated word, and Jordan accepted the change after reading it. Then they checked the heading, spelling, and facts. They moved the care section before the plant list so readers would understand who would water the garden. Last, they used the document's share button to send the finished proposal to their teacher.

2 ANSWER WITH EVIDENCE

Use the passage

1. What digital tool did Maya and Jordan use to make their plan, and what did they put in it?

2. How did Jordan use the plan to create a first draft?

3. What comment did Maya add, and how did Jordan respond to it?

4. Name one revision the partners made and explain why they made it.

3 YOUR TURN

Your own words

In a digital document, create a three-sentence announcement for a school event. Show a short bulleted plan, a draft, and a comment or suggestion that leads you to revise one detail.

ANSWER KEY

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GRADE 4 · ELA.4.C.5.2

PART 1 · READ AND MARK

Underline each action that uses a digital tool to plan, draft, or revise the proposal. Write P, D, or R beside each underlined action to show its purpose. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What digital tool did Maya and Jordan use to make their plan, and what did they put in it?	**They used a shared document and made a bulleted list of garden ideas. They also added comments beside ideas needing facts.**
2	How did Jordan use the plan to create a first draft?	**He turned the list into three short sections about the garden's place, plants, and care.**
3	What comment did Maya add, and how did Jordan respond to it?	**Maya asked which native flowers would grow there. Jordan searched a trusted local park website and added two flower names.**
4	Name one revision the partners made and explain why they made it.	**They moved the care section before the plant list so readers would understand who would water the garden. They also changed a repeated word, checked spelling and facts, and checked the heading.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: audience, students; event, book swap; place, library; time, 3:15 Friday. Draft: Bring a book to the school book swap on Friday. Meet in the library at 3:15. Choose a different book to take home. Comment: Add what kind of book students should bring. Revised announcement: Bring one clean book to the school book swap on Friday. Meet in the library at 3:15. Choose a different book to take home.

Accept any correctly identified planning, drafting, or revising action from the passage. For Part 3, accept a digital-writing process that includes a plan, a three-sentence event announcement, and a visible revision based on a comment or suggestion.