

Plan Your Note

Students identify who will read a note and why it is being written.

1.P.EICC.4.a "Establish a purpose and goals for writing and identify a target audience. (C)"

NAME _____

DATE _____

Teacher: this page is run aloud. The script and answers are on the guide page.

1 CIRCLE IT _____

a	Teacher	Mom	Friend
b	Tell	Ask	Thank
c	Mom	Friend	Dad
d	Thank	Tell	Ask

2 MY PLAN _____

Mom	
Friend	

HOW TO RUN THIS PAGE

Read each situation aloud and have students circle the word that names the audience or writing goal. Then students choose and write a goal word for writing to each named audience.

Students never read directions on this sheet. Read each part's script aloud, then each prompt, giving think time before students mark.

PART 1 • CIRCLE IT

SAY “We are going to make a writing plan. Listen to each idea, then circle the word that names the reader or the writing goal. Can you listen and circle?”

ROW	SAY	STUDENTS CIRCLE
a	You are writing to thank your teacher for helping you read. Who will read your writing: Teacher, Mom, or Friend? Circle the reader.	Teacher
b	You are writing to ask Dad a question. What is your writing goal: Tell, Ask, or Thank? Circle the goal.	Ask
c	You are writing to tell your friend about a game. Who will read your writing: Mom, Friend, or Dad? Circle the reader.	Friend
d	You are writing to ask Mom a question. What is your writing goal: Thank, Tell, or Ask? Circle the goal.	Ask

PART 2 • MY PLAN

SAY “Now choose a goal for writing to each person beside a box. In each box, can you write Tell, Ask, or Thank?”

- Box 1 (beside Mom): **Tell, Ask, or Thank**
- Box 2 (beside Friend): **Tell, Ask, or Thank**

WHAT TO ACCEPT

Circle answers are Teacher, Ask, Friend, and Ask. In the writing boxes, accept any legible goal word from Tell, Ask, or Thank, including reasonable phonetic spelling.