Plan Before Pen

Read how a writer plans for readers and a clear purpose.

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

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the sentence that states the writer's purpose, circle the words that name the audience, and number the two goals 1 and 2 so you can see how the plan guides the flyer.

Planning a Bike Safety Flyer

1. Before I write a bike safety flyer, I make a plan. My purpose is to help new riders protect their heads and follow street rules. I will give the flyer to fourth-grade students who ride bikes to school or in their neighborhoods. They need clear facts, not long speeches, because they may read the flyer quickly before going outside.

2. First, I set two goals for the flyer. I want readers to wear a helmet that fits, and I want them to stop, look left-right-left, and listen before crossing a driveway. A bold heading, short numbered steps, and a picture of a properly fitted helmet will help my audience find the important ideas. I will not add hard words that could confuse young riders.

3. Next, I check whether every part matches my plan. Instead of writing, "Helmets are useful," I will write, "Wear a helmet every time you ride." This direct sentence tells my audience exactly what to do. At the bottom, I will add, "Ask an adult to check your helmet straps." That final step supports my goal of helping riders use helmets safely.

2 ANSWER WITH EVIDENCE

Use the passage

1. Who is the target audience for the bike safety flyer?

2. What is the writer's purpose for making the flyer?

3. What are the writer's two goals for the flyer?

4. Name two choices the writer will make to help the audience understand the flyer.

3 YOUR TURN

Your own words

Choose a real message you could write for school or home. Write exactly three sentences: name your audience, state your purpose, and give two writing goals plus one choice that will help your audience.

ANSWER KEY

Plan Before Pen

GRADE 4 · 4.P.EICC.4.a

PART 1 · READ AND MARK

Underline the sentence that states the writer's purpose, circle the words that name the audience, and number the two goals 1 and 2 so you can see how the plan guides the flyer. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	Who is the target audience for the bike safety flyer?	**Fourth-grade students who ride bikes to school or in their neighborhoods.**
2	What is the writer's purpose for making the flyer?	**To help new riders protect their heads and follow street rules.**
3	What are the writer's two goals for the flyer?	**To get readers to wear a helmet that fits and to have them stop, look left-right-left, and listen before crossing a driveway.**
4	Name two choices the writer will make to help the audience understand the flyer.	**Any two: a bold heading, short numbered steps, a picture of a properly fitted helmet, clear facts, simple words, or direct sentences.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

My audience is students who borrow games from our classroom. My purpose is to help them return each game with all its pieces. My goals are to list the return steps and explain where to put games, so I will use numbered steps.

Accept any marking that follows this job and points at the right text. Accept a clear audience, purpose, two goals, and a writing choice that fits the audience.