

Plan Your Note

Students choose who will read a note and what the note should do.

K.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 WHO READS? _____

a	Grandma	Teacher	Friend
b	Mom	Friend	Dad
c	Class	Teacher	Grandma

2 WRITING JOB _____

a	Thank	Ask	Invite
b	Invite	Thank	Ask
c	Ask	Invite	Thank

HOW TO RUN THIS PAGE

Read each writing plan aloud and have students mark one choice in each row. Students show the writing skill by identifying a reader for the note and choosing the note's job before writing begins.

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

PART 1 • WHO READS?

SAY “Listen to each writing plan. I will read the words in the row. Who will read the writing? Circle that word.”

ROW	SAY	STUDENTS CIRCLE
a	You want to write a note for your grandma. The words say Grandma, Teacher, Friend. Who will read your note? Circle the word.	Grandma
b	You want to write a note for your friend. The words say Mom, Friend, Dad. Who will read your note? Circle the word.	Friend
c	You want to write a note for your teacher. The words say Class, Teacher, Grandma. Who will read your note? Circle the word.	Teacher

PART 2 • WRITING JOB

SAY “Now listen for what each note needs to do. I will read the words in the row. What is the writing job? Circle the word.”

ROW	SAY	STUDENTS CIRCLE
a	Someone helped you yesterday. The words say Thank, Ask, Invite. What do you want your note to do? Circle the word.	Thank
b	You need information about something. The words say Invite, Thank, Ask. What do you want your note to do? Circle the word.	Ask
c	You want someone to come to your celebration. The words say Ask, Invite, Thank. What do you want your note to do? Circle the word.	Invite

WHAT TO ACCEPT

Accept one clear circle per row. Answers are Grandma, Friend, Teacher, then Thank, Ask, Invite.