One Sitting, One Page

Plan, type, and check a full page of writing

4.W.6.c "Demonstrate sufficient keyboarding skills to produce a minimum of one page in a single sitting."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Circle the four keys or key combinations Maya uses, then number her three writing chunks in the order she plans to type them. These marks will help you follow how she finishes a page in one sitting.

Maya's Garden Page

1. Maya had one class period to type a full page about the school garden. Before touching the keys, she made a tiny plan on paper. First, she would describe the dry soil in the empty bed. Next, she would tell how her class planted beans. Last, she would explain what changed after the first rain. Those three chunks would give her enough to say.

2. Maya started typing without stopping to make every sentence perfect. She held Shift to make the first letter of a new sentence a capital. When she finished a chunk, she pressed Enter to start a new paragraph. She used Backspace to fix a word with two extra letters. Then she went right back to typing, so one small mistake did not use up her whole class period.

3. After each paragraph, Maya looked at the page view to see how much space her words filled. She kept the text at its normal size instead of making the letters bigger. Near the end, she added the smell of wet dirt and the sight of new leaves. When the page was full, she reread it, fixed a missing word, and pressed Ctrl+S to save her work.

2 ANSWER WITH EVIDENCE

Use the passage

1. You are typing a new sentence. Which key did Maya hold to make its first letter a capital?

2. You have finished one chunk of your page. Which key did Maya press to start the next paragraph?

3. You typed two extra letters in a word. Which key from Maya's process could you use to remove them?

4. How did Maya check her progress without making the letters bigger, and what did she press to save her finished page?

3 YOUR TURN

Your own words

Choose a topic other than Maya's garden. On the lines, note three paragraph ideas and two keyboard moves you will use, then type at least one full page about your topic in one sitting, using 12-point text and double spacing.

ANSWER KEY

One Sitting, One Page

GRADE 4 · 4.W.6.c

PART 1 · READ AND MARK

Circle the four keys or key combinations Maya uses, then number her three writing chunks in the order she plans to type them. These marks will help you follow how she finishes a page in one sitting. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	You are typing a new sentence. Which key did Maya hold to make its first letter a capital?	**Shift.**
2	You have finished one chunk of your page. Which key did Maya press to start the next paragraph?	**Enter.**
3	You typed two extra letters in a word. Which key from Maya's process could you use to remove them?	**Backspace.**
4	How did Maya check her progress without making the letters bigger, and what did she press to save her finished page?	**She looked at the page view to check how much space her words filled, then pressed Ctrl+S to save.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: My topic is building a blanket fort. Paragraph 1: choose a place and gather supplies. Paragraph 2: build the fort and solve a problem. Paragraph 3: use the fort with my brother. Keyboard moves: Shift for capitals and Enter for new paragraphs.

Typed page:

On a rainy Saturday, my little brother and I decided to build a blanket fort in the living room. First, we had to find a place where no one would trip over it. We chose the corner between the couch and a low table. I brought two old sheets from the closet, and my brother carried four pillows. We asked if we could use a few clothespins too. Before we began, we moved a basket of toys out of the way. The empty corner looked small, but we thought we could make a room just big enough for two people.

We spread one sheet across the gap between the couch and the table. It slipped off the smooth tabletop as soon as we let go. My brother tried holding it down with a pillow, but that left no pillow for the floor. Then I remembered the clothespins. We clipped one side of the sheet to the edge of a cushion and tucked the other side under a stack of books on the table. This time the roof stayed up. We laid the second sheet on the floor and placed the pillows along its edges. When my brother crawled inside, his head bumped the roof. We moved the books farther back, and the roof rose a little higher.

At last, we carried two books and a flashlight into our fort. Rain tapped on the window while we took turns reading aloud. From inside, we could see our socks sticking out past the sheet. We laughed and pulled our feet back in. After a while, our dog came to investigate. She put her nose through the doorway but decided the space was too crowded. We left a pillow outside for her. Our fort was not tall or fancy, and one corner still drooped. It gave us a quiet place to read together until the rain stopped.

Accept equivalent descriptions of the keys and page view in Part 2. For Part 3, check the student's brief plan on the worksheet and the separate typed document for a full page produced in one sitting.