One Sitting, One Page

Plan, type, and revise without starting over

5.W.6.c "Demonstrate sufficient command of keyboarding skills to type a minimum of one to two pages in a single sitting."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Read the writer's plan. Underline three actions that help the writer keep typing, then circle two actions used to check or fix the page.

A Page About Our Garden

1. At the start of my typing time, I open a blank document and set a timer for thirty minutes. I will fill a page about our school garden. I jot three points on paper: where rain flows, what the plants do, and why insects visit. Then I begin typing without stopping to polish every sentence.

2. I keep both hands near the home row and look mostly at the screen. When I cannot think of a word, I leave a blank and keep moving. I type a beginning, then a section for each point on my list. Each new idea gets its own paragraph, so my page is easy to follow.

3. Before my sitting ends, I return to the blanks and fill in the missing words. I use the arrow keys to reach a mistake and correct it without typing the whole page again. I read the page once to check its order and spelling. Finally, I save the finished document with a name I can find later.

2 ANSWER WITH EVIDENCE

Use the passage

1. What does the writer put on paper before typing?

2. What does the writer do when a word will not come to mind?

3. How does the writer keep the typed page organized?

4. How does the writer correct a mistake without retyping the page?

3 YOUR TURN

Your own words

Use the lines to plan three details about a place you know. Then, in one sitting, type a full page about that place, about 200 to 250 words in 12-point font with double spacing.

ANSWER KEY

One Sitting, One Page

GRADE 5 · 5.W.6.c

PART 1 · READ AND MARK

Read the writer's plan. Underline three actions that help the writer keep typing, then circle two actions used to check or fix the page. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What does the writer put on paper before typing?	**Three points about the garden: where rain flows, what the plants do, and why insects visit.**
2	What does the writer do when a word will not come to mind?	**The writer leaves a blank and keeps typing, then fills it in later.**
3	How does the writer keep the typed page organized?	**The writer types a beginning and a section for each planned point, putting each new idea in its own paragraph.**
4	How does the writer correct a mistake without retyping the page?	**The writer uses the arrow keys to reach and correct the mistake.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Plan: The town library; the entrance and shelves; my study table; the return slot and librarian.

The town library sits between a grocery store and a small park. Its front doors are made of glass, so I can see the bright shelves before I step inside. On rainy days, I hear drops tap the windows while people shake water from their jackets. A sign near the entrance tells visitors where to find stories, facts, and computers. I usually head straight for the shelves of mysteries.

Behind those shelves is my favorite study table. It is close to a window but far enough from the front desk that conversations sound soft. I set my notebook beside the keyboard and type ideas for school projects there. When I need a detail, I can walk a few steps to find a book. I like watching people choose books, too. Some read the first page before making up their minds.

Before I leave, I stop at the return slot. One afternoon, I could not find a book about ocean animals, so I asked the librarian for help. She showed me how to search the catalog and find the right shelf number. Now I can search on my own, but I still ask questions when I get stuck. The library is not only a place to borrow books. It is a place where I can work, wonder, and learn how to find answers.

Accept any three passage actions that sustain typing and any two that check or correct the page for the marking job. For Part 3, check the student's three-detail plan and completed typed page from one sitting.