Keep the Draft Moving

Keyboarding choices for writing in one sitting

8.W.6.d "Demonstrate sufficient command of keyboarding skills to produce writing with stamina in a single sitting."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Read the writer's account of a single typing session. Underline three keyboard actions or typed notes that help the writer keep drafting.

A Proposal in Fifteen Minutes

1. At 3:10, I opened a blank document and set a fifteen-minute timer. My goal was a complete proposal for a covered bike rack at school. I typed my main point first: students need a dry place to park bikes. Then I added what I had seen that morning, three bikes with wet seats after a shower. I did not pause to choose a perfect opening. When I misspelled "shelter," I fixed it with Backspace and kept moving instead of starting the sentence again.

2. At 3:15, I reached the tricky part: explaining why the rack mattered beyond one rainy day. I typed a sentence about students who ride in any weather and another about bikes left against the fence. I could not remember how many students bike to school, so I inserted "[check bike count]" and continued. That note gave me a place to return to later without guessing a number. I pressed Enter before my next idea so the proposal would not become one crowded block of text.

3. By 3:23, my draft had a beginning, a reason, and a practical request. I typed a final sentence asking the principal to consider a simple roof near the existing rack. With two minutes left, I read the whole draft on screen. I corrected a missing capital letter, added a period, and left the bike-count note in place for research after the timer. I saved the document at 3:25. I had stayed with the same piece of writing for one sitting, even when a detail was missing.

2 ANSWER WITH EVIDENCE

Use the passage

1. When the writer misspells a word, which key does the writer use? What does the writer do next instead of starting over?

2. What exact note does the writer type when a number is missing? How does that choice keep the draft moving?

3. Which key does the writer press before the next idea? What problem does this prevent?

4. During the final two minutes, which two corrections does the writer make on screen, and what does the writer leave for later?

3 YOUR TURN

Your own words

Set a 12-minute timer and use a keyboard to type one 90 to 110 word paragraph proposing a change to your classroom other than a bike rack. When time ends, write your paragraph's first sentence, last sentence, and word count on these lines.

ANSWER KEY

Keep the Draft Moving

GRADE 8 · 8.W.6.d

PART 1 · READ AND MARK

Read the writer's account of a single typing session. Underline three keyboard actions or typed notes that help the writer keep drafting. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	When the writer misspells a word, which key does the writer use? What does the writer do next instead of starting over?	**The writer uses Backspace, then keeps typing instead of restarting the sentence.**
2	What exact note does the writer type when a number is missing? How does that choice keep the draft moving?	**The writer types "[check bike count]" and continues, leaving the number to research later.**
3	Which key does the writer press before the next idea? What problem does this prevent?	**The writer presses Enter so the proposal does not become one crowded block of text.**
4	During the final two minutes, which two corrections does the writer make on screen, and what does the writer leave for later?	**The writer fixes a missing capital letter and adds a period, but leaves the bike-count note for later research.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

Typed paragraph (92 words): Our classroom needs a small shelf for borrowed supplies near the door. Right now, extra pencils and paper sit in different drawers, so students sometimes spend the first minutes of class looking for them. A labeled shelf would make supplies easy to find without interrupting a lesson. Students could return what they borrow before leaving, and one helper could check the shelf on Fridays. The shelf would not need new furniture because we could reuse a sturdy bookcase already in the room. This small change would help everyone begin work on time.
First sentence: Our classroom needs a small shelf for borrowed supplies near the door.
Last sentence: This small change would help everyone begin work on time.
Word count: 92

For Part 1, accept Backspace, "[check bike count]," and Enter; students may also mark the final on-screen corrections. Check the typed document for one complete 90 to 110 word paragraph produced during the timed sitting, then compare its first and last sentences and word count with the student's written record.