

Plan Before Pen

Choose a genre after gathering and organizing ideas.

4.11.A “plan a first draft by selecting a genre for a particular topic, purpose, and audience using a range of strategies such as brainstorming, freewriting, and mapping;”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline Jalen's topic, purpose, and audience. Circle the genre he chose, then number the planning strategies 1, 2, and 3 in the order he used them.

Jalen Plans a Letter

- ① When Ms. Ortiz's class wanted a pollinator garden beside the playground, Jalen needed a plan before drafting. His topic was a small garden with flowers for bees and butterflies. His purpose was to persuade the principal to approve it. His audience was Principal Reed, who would need facts about cost, space, and care before making a decision.
- ② First, Jalen brainstormed by listing ideas: native flowers, a sunny spot, student watering teams, and a small supply cost. Next, he freewrote for five minutes about seeing fewer butterflies near the school. The freewriting helped him explain why the garden mattered. These strategies gave him details, but they did not yet tell him how to organize the draft.
- ③ Then Jalen made a map. In the center, he wrote "pollinator garden." Three branches said "benefits," "plan," and "cost." Under each branch, he placed details from his list and freewriting. Because he was writing to one decision maker, he chose a formal persuasive letter. The letter could greet the principal, give reasons, answer concerns, and ask for approval.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What are Jalen's topic, purpose, and audience?

2 Which strategy did Jalen use to make a list, and what are two ideas from his list?

3 How did freewriting help Jalen plan his draft?

4 How did Jalen use his map, and why did he choose a formal persuasive letter?

3 YOUR TURN _____ Your own words

Choose one school improvement you would like. Make a first-draft plan that names your topic, purpose, audience, and genre. Include at least three brainstormed details and a simple map with at least two labeled branches.

PART 1 • READ AND MARK

Underline Jalen's topic, purpose, and audience. Circle the genre he chose, then number the planning strategies 1, 2, and 3 in the order he used them. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What are Jalen's topic, purpose, and audience?	Topic: a pollinator garden. Purpose: persuade the principal to approve it. Audience: Principal Reed.
2	Which strategy did Jalen use to make a list, and what are two ideas from his list?	He brainstormed. Ideas include native flowers, a sunny spot, student watering teams, and a small supply cost.
3	How did freewriting help Jalen plan his draft?	It helped him explain why the garden mattered.
4	How did Jalen use his map, and why did he choose a formal persuasive letter?	He sorted details under benefits, plan, and cost. He chose a formal persuasive letter because he was writing to one decision maker, the principal.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Topic: Add a water-bottle filling station near the gym. Purpose: Persuade Principal Chen to approve it. Audience: Principal Chen.
Genre: Formal persuasive letter. Brainstorm: Students can refill bottles after recess; fewer plastic bottles may be thrown away; the station could be near a water pipe. Map: Benefits, easy refills and less plastic waste. Plan, install it near the gym and ask the custodian about a water pipe. Cost, request a price estimate.

Accept equivalent wording for the passage questions when it matches the text. For the open task, accept any logical genre if it fits the student's purpose and audience and includes brainstorming plus a labeled map.