

Shelf Ready Steps

Notice how a clear structure guides an explanation.

4.11.B.i "organizing with purposeful structure, including an introduction, transitions, and a conclusion; and"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the entire paragraph that introduces the topic and the entire paragraph that concludes the explanation. Circle each transition word in paragraph 2, then number its four step sentences 1 through 4.

How New Books Reach the Shelf

- ① New books do not go straight from a delivery box to a library shelf. Before readers can find them, library workers organize each book so it can be borrowed and returned easily. The process protects the books and helps people locate the story or information they want. At Maple Street Library, workers follow a clear plan each time a new shipment arrives.
- ② First, workers check each book for torn pages or printing mistakes. Next, they attach a barcode label inside the cover. Then, they enter the book's title, author, and barcode into the library catalog, where patrons search for books. Finally, workers place the book on the correct shelf, where readers can find it.
- ③ Because every new book goes through these steps, the library stays orderly and useful. A reader who wants a book about volcanoes can search the catalog, find its call number, and go to the right shelf. This organized system saves time for readers and workers. It also gives each book a better chance of reaching many curious hands.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 How does the first paragraph prepare you for the steps in paragraph 2?

2 Which transition word begins the third step?

3 List the four steps from paragraph 2 in order.

4 How does the third paragraph act as a conclusion instead of adding another step?

3 YOUR TURN _____ Your own words

Choose a process different from preparing library books, such as planting a seed or packing a lunch. Write exactly seven sentences in three paragraphs: two introduction sentences, four ordered step sentences using First, Next, Then, and Finally, and one concluding sentence.

PART 1 • READ AND MARK

Underline the entire paragraph that introduces the topic and the entire paragraph that concludes the explanation. Circle each transition word in paragraph 2, then number its four step sentences 1 through 4. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	How does the first paragraph prepare you for the steps in paragraph 2?	It introduces the topic of organizing new library books and explains why the process is useful.
2	Which transition word begins the third step?	Then
3	List the four steps from paragraph 2 in order.	Check the book, attach a barcode label, enter its details in the catalog, and place it on the correct shelf.
4	How does the third paragraph act as a conclusion instead of adding another step?	It explains the results and benefits of the process, such as saving time and helping readers find books.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Planting a bean seed is a simple way to start a garden. The seed needs soil, water, and sunlight to grow. First, fill a small pot with damp soil. Next, make a small hole with your finger. Then, place the seed in the hole and cover it with soil. Finally, put the pot in a sunny place and water it when the soil feels dry. Following these steps gives the seed what it needs to begin growing.

Accept wording that accurately identifies the introduction, the four ordered steps, and the conclusion's purpose. For the writing task, accept any clear three-paragraph process with the required sentence pattern, transitions, and a conclusion that wraps up the explanation.