

Plan Before Pen

Choose a genre and organize ideas before drafting.

5.11.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 Circle the topic, purpose, audience, and genre Jordan chooses. Number the three planning strategies Jordan uses in the order they appear.

Jordan Plans a Garden Letter

- ① Ms. Rivera's class wanted the school to add a pollinator garden near the playground. Before writing, Jordan named the topic: a garden with flowers that feed bees and butterflies. Jordan's purpose was to persuade the principal to approve the garden. The audience was the principal, who would need a clear reason, a plan, and facts about the garden.
- ② Jordan brainstormed ideas in a quick list: native flowers, a small fence, student watering teams, and a place for insects to rest. Next, Jordan chose to write a persuasive letter instead of a story or a poster. A letter would let Jordan speak directly to the principal, explain the request, and support it with reasons. The genre matched both the purpose and audience.
- ③ Then Jordan made a map with pollinator garden in the center. Branches held reasons, such as helping bees, brightening the school, and giving classes a place to observe nature. Jordan freewrote for three minutes about how students could care for the garden. From the notes, Jordan planned a first draft: greeting, request, three reasons, care plan, and a polite closing.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 What topic, purpose, and audience did Jordan name before writing?

2 What genre did Jordan choose, and why did it fit the purpose and audience?

3 What did Jordan's map organize, and what did Jordan freewrite about?

4 What five parts did Jordan plan for the first draft?

3 YOUR TURN _____ Your own words

Choose a school improvement topic. Plan a first draft by naming your topic, purpose, audience, and genre, then use at least two planning strategies, such as brainstorming, freewriting, or mapping. Include a short first-draft plan.

PART 1 • READ AND MARK

Circle the topic, purpose, audience, and genre Jordan chooses. Number the three planning strategies Jordan uses in the order they appear. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What topic, purpose, and audience did Jordan name before writing?	Topic: adding a pollinator garden. Purpose: persuade the principal to approve it. Audience: the principal.
2	What genre did Jordan choose, and why did it fit the purpose and audience?	Jordan chose a persuasive letter because it could speak directly to the principal, explain the request, and give reasons.
3	What did Jordan's map organize, and what did Jordan freewrite about?	The map organized reasons for the garden. Jordan freewrote about how students could care for it.
4	What five parts did Jordan plan for the first draft?	A greeting, a request, three reasons, a care plan, and a polite closing.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Topic: adding recycling bins in the cafeteria. Purpose: persuade the principal. Audience: the principal. Genre: persuasive email. Brainstorm: less trash, labeled bins, and student helpers. Map: recycling bins in the center, with branches for benefits, locations, and helpers. First-draft plan: subject line and greeting; request; three reasons; bin and helper plan; polite closing.

Accept responses that identify the passage details with equivalent wording. For the open task, accept any sensible topic and genre if the purpose and audience fit, at least two planning strategies are shown, and the draft plan has a logical order.