

Name \_\_\_\_\_

Day 1

### Prewrite/Brainstorm

Choose a topic to write a report about. Use a KWL chart to organize what you know and what you want to know. Then, research what you want to know and complete the third column.

I Know	I Want to Know	I Learned

Day 2

### Draft

Using the information from your KWL chart, write your report. Draft your opening paragraph. Your opening paragraph should give general information about your topic and provide the reader with information about what he will learn. Continue writing the rest of your report on the computer or on another sheet of paper.

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Day 3

### Revise

Read your report. Did you begin each paragraph with a sentence that introduces the topic of the paragraph? Did you write at least three supporting sentences about the topic? Revise your first paragraph on the lines below. Then, continue revising your report on the computer or on the paper draft of your report.

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Day 4

### Proofread

Read your report again. Do you see any capitalization errors? Are all of the words spelled correctly? Did you use the correct punctuation and grammar? Use proofreading marks to correct the sentences.

- Capitalization mistakes
- Grammar mistakes
- Punctuation mistakes
- Spelling mistakes

