

**Prewrite/Brainstorm**

A biography is the story of a person's life. Think of someone you know and would like to write a biography about. It could be someone in your family, a friend, or a neighbor. On a separate sheet of paper, write the answers to the questions below.

1. Where and when was this person born?
2. What were the family and home of this person like?
3. Where did this person go to school?
4. What jobs has this person had?
5. What special interests, hobbies, sports, or crafts does this person enjoy?
6. What interesting things have happened to this person?

Day 1

**Draft**

Continue working on the biography. Look at the answers you wrote for the six questions. Draft a paragraph about that person using the information. Include a topic sentence and a conclusion. Use another sheet of paper or the computer if you want.

Day 2

**Revise**

Read what you wrote yesterday. Can you be more specific? Do you have information that does not support your topic sentence? Do you need to change your sentence order? Rewrite your ideas in a new paragraph.

Day 3

**Proofread**

Read your biography 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

Day 4

Name \_\_\_\_\_

### Publish

Write your final copy on a computer or on the lines below.

MAKE SURE it turns out

- NEAT—Make sure there are no wrinkles, creases, or holes.
- CLEAN—Erase any smudges or dirty spots.
- EASY TO READ—Use your best handwriting and good spacing between words.

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