

*Important Concepts . . .*

# **Preview Review**



***Language Arts Grade 5 TEACHER KEY***

***W3 - Lesson 3: The Writing Process 3***

Important Concepts of Grade 5 Language Arts	Materials Required
W1 - Lesson 1 ..... Sentence Structure W1 - Lesson 2 ..... Sentence Types W1 - Lesson 3 ..... Paragraphs W1 - Lesson 4 ..... Narrative Paragraphs W1 - Lesson 5 ..... Review <b>W1 - Quiz</b> W2 - Lesson 1 ..... Poetry 1 W2 - Lesson 2 ..... Poetry 2 W2 - Lesson 3 ..... Narrative Elements 1 W2 - Lesson 4 ..... Narrative Elements 2 W2 - Lesson 5 ..... Review <b>W2 - Quiz</b> W3 - Lesson 1 ..... The Writing Process 1 W3 - Lesson 2 ..... The Writing Process 2 W3 - Lesson 3 ..... The Writing Process 3 W3 - Lesson 4 ..... Spelling W3 - Lesson 5 ..... Review <b>W3 - Quiz</b>	<b>Textbooks</b>  <i>Collections: Tales– Clever, Foolish, and Brave</i>

Language Arts Grade 5

Version 5

Preview/Review W3 - Lesson 3 Teacher Key

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# Preview/Review Concepts for Grade Five Language Arts

## *TEACHER KEY*



***W3 - Lesson 3:  
The Writing Process 3***

# OBJECTIVES

By the end of this lesson, you should

- know tips for editing a first draft
- use the revising, proofreading, and publishing steps of the writing process to produce a final draft

## GLOSSARY

**editing** - making changes to a first draft

**proofreading** - correcting errors of spelling, punctuation, capitalization, and grammar in a piece of writing

**publishing** - the final step in the writing process in which items such as a title page and illustrations are added to a piece of writing

**revising** - making changes to the ideas and order in a first draft

## W3 - Lesson 3: The Writing Process 3

*Review the concepts from the previous lesson by discussing how a story should be started, how setting and characters can be developed, what the body of a story should include, and how the story should be ended. Also, discuss the importance of dialogue in a story. (10 minutes)*

*Tell students that today they will edit their first drafts and help partners edit their stories.*

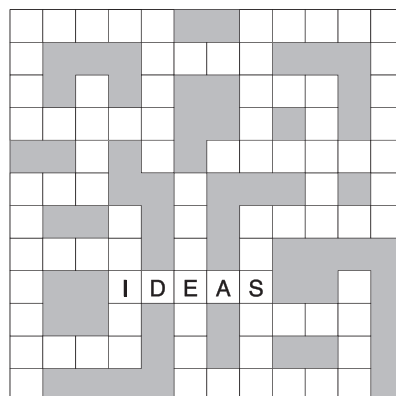
*Read “How should I edit my first draft?” on page 1 and “What is revising?” on page 2 of the student booklet. Emphasize to students that suggestions made for revisions by another person should not be taken as negative criticism. Instead, student’s should think of them as helpful suggestions. At the same time, the persons doing the critique should phrase their suggestions positively. The purpose is to help the writer, not insult him. For example, one could say, “I think it would sound better if...” or “Why don’t you try this...” instead of “This sucks!” (10 minutes)*

### How should I edit my first draft?

Editing your story means making changes and fixing the errors in your first draft. This includes correcting spelling and punctuation, reorganizing ideas, and even rewriting some parts.

Editing means you should complete two stages:

1. Revising
2. Proofreading



## What is revising?

Revising means making changes to the content of your story. This is the stage where you can add ideas, remove ideas, and move ideas around.

To help you revise your story, read it aloud to yourself. Then, ask yourself the following questions.

### Revising Questions

1. Is the beginning exciting?
2. Is every paragraph about only one idea or event? Do I start a new paragraph for every change of speaker, event, place, or time?
3. Are the events in the correct order?
4. Did I forget any important details?
5. Should I remove any ideas or events because they are not needed? Have I repeated any information?
6. Could I use more interesting descriptive words anywhere?
7. Does my ending make sense? Does it “wrap up” the story, or does it leave some questions unanswered?

Make any needed changes with a different colour ink, and then share your story with a friend. Read your story aloud to a partner, and then ask the **Revising Questions**. Listen to your partner’s suggestions, and make helpful changes in your story.

Do not be upset by any suggestions. Your partner is trying to help you. Even published authors have others read their stories and then make changes. Some authors rewrite a whole novel several times before it is ready for publishing. Be encouraged, not discouraged!

***As a group, read and discuss “What does proofreading mean?” on pages 3 to 4 of the student booklet. (10 minutes)***

## **What does proofreading mean?**

Proofreading means checking your story for spelling, punctuation, and capitalization errors, and correcting the errors.

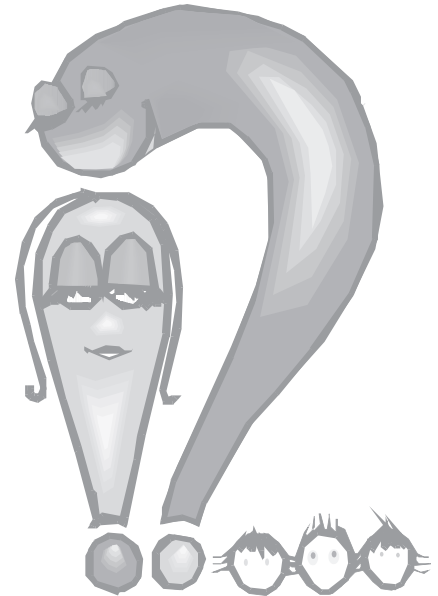
### **How to check for spelling and capitalization errors:**

Slowly read your story to yourself. When you find a word that does not look right, you can look it up in the dictionary or ask someone for the correct spelling. Make your corrections in a different colour ink so they can be easily seen.

Do not use the old excuse that you cannot look it up if you do not know how to spell it. Start with the beginning sound of the word. If you are looking up the word *better*, you aren't going to start in the *v*'s, are you? Of course not! Start with the *b*'s. Then move to the second sound. The sound *e* will most likely be spelled *e*, so go to the *be* section of the dictionary. Continue with this method until you find the whole word. If you are really stuck, get help with your search.

If you want to be very thorough in your proofreading, start at the end of your story and read the sentences backwards. Sound crazy? It may sound that way, but it is a proven way of catching more spelling errors. When you read your story forwards, you know what is coming and will tend to just skim over words. This means you will miss errors. You cannot read fast going backwards, so you can focus more on the words. Try it!

Be sure you have used the correct form of any homophones.



Check abbreviations for correct spelling. It is usually better to use the full words to avoid confusion.

Remember that all sentences and direct quotations begin with capital letters.

Be sure the proper names of people, places, and things are capitalized. For example: *Jamie and I went to Bob's Pizzeria on Saturday.*

### **How to check for punctuation errors:**

Read your story aloud. Wherever you pause to take a breath is a likely place for a comma or a period. Remember, in order to use a period, you must be expressing a complete thought! A complete sentence must have both a subject and a predicate.

Check that every sentence ends with a period, an exclamation mark, or a question mark.

Be sure all conversation has quotation marks around the spoken words.

After you have proofread your story, have another person proofread it, if possible, to catch anything that you missed. Have this person make corrections right on your page, above the errors. (This is why you double spaced your story!)

***Have students complete "Let's Try It!" on page 4. (45 minutes)***

### **Let's Try It!**

Spend fifteen minutes alone revising and proofreading your first draft. Then find a partner, read your story aloud, and ask the Revising Questions. Then, return the favour by listening to your partner's story and answering his or her questions. Next, take another fifteen minutes to have your partner edit your work for spelling and punctuation errors. At the same time, you can edit your partner's story. Remember to use a dictionary!



***Get the class back together to read and discuss “What is a final draft?” and “How can I publish my story?” on pages 5 to 6. Whether you have the students write a second rough draft (including the revisions) or they simply write a final draft is up to you. (10 minutes)***

## **What is a final draft?**

When your first draft has been revised and edited, you are ready to begin your final draft.

This means that you rewrite your story with all the corrections and revisions that were made on the first draft. Easy, right?

Be sure you pay special attention to the comments in different colours of ink so that you do not miss anything!

## **How can I publish my story?**

Yahoo! You’ve made it to the final stage. Congratulations!

Publishing means that you will take the final draft of your story and make it ready for your audience. This means that you will create a title page and perhaps some illustrations for your story. You might even want to have a page that tells about the author—YOU!

If you have access to a computer, you should type your final draft. If you do not, be sure to use your best printing or handwriting for the published draft.

If you are handwriting or printing, write on only one side of the paper and double space your story. Use only blue or black ink.

Your published draft should be the neatest and most correct work that you can produce.

After you have completed your story, share it with others. Here is a short list of a few ways to share it:

- Give it to someone as a gift.
- Send copies to your friends and relatives.
- Record your reading of it on a cassette recorder or computer.
- Bind it as a book and take it to your public library to share with others.

The possibilities are as endless as your imagination! You can even send it to a children's magazine or publish it on the Internet. The magazines listed below publish student stories and poems. Not everyone is picked, so do not be disappointed if your story is not chosen. Many famous authors are turned down many times before they are published. Be sure to send a self-addressed stamped envelope with your story so that the magazine can return it to you.

Chickadee Magazine  
179 John Street, Suite 500,  
Toronto, ON M5T 3G5

Kwil Kids Publishing  
Box 29556  
Maple Ridge, BC V2X 2V0

Highlights for Children  
Children's Mail  
803 Church Street  
Honesdale, PA 18431  
USA

Stone Soup  
Box 83  
Santa Cruz, CA 95063  
USA

More children's publishers can be found at these websites:

[www.ncte.org/solutions/publishingresources.shtml](http://www.ncte.org/solutions/publishingresources.shtml)  
or [www.edbydesign.com](http://www.edbydesign.com)  
or [www.kidpub.org](http://www.kidpub.org)

***If there is time, have students complete their final copies now. If there is not, have them finish them at home.***

***Optional “Extra Practice” is on page 7 of the student booklet. Because the students will probably already have homework with their final copy, you should hesitate to overburden them.***

## Extra Practice

Share your first draft with your family at home. You can do this by reading it aloud to them. Practice your story by yourself first so that you can read with lots of expression! After sharing your story, have your family suggest changes you could make. Ask them what they liked best about your story and what they would change. Then, have your mom or dad proofread the story to check for any spelling or punctuation errors. Note all their suggestions, and make final changes to your first draft.



