

# Step Up to Writing TABLE OF CONTENTS

## Intermediate Level

### SECTION 1 Writing to Improve Reading and Listening Comprehension

<i>Responding to the Text</i> .....	5
1-1 Free Responses .....	6
1-2 Response Starters .....	7
1-3 Reading Notation Responses .....	8
1-4 Sticky Note Responses.....	8
1-5 One-Word Responses .....	9
1-6 Agree/Disagree Responses.....	9
1-7 Quotation Responses .....	10
1-8 Framed Responses .....	11
1-9 Two-Column Guided Responses .....	13
1-10 Quick Sketch Responses.....	14
<hr/>	
<i>Making Connections</i> .....	16
1-11 What Were You Thinking? .....	16
1-12 Text to Self, Text to Text, and Text to World.....	17
<hr/>	
<i>Marking the Text</i> .....	19
1-13 Highlighting and Underlining .....	19
1-14 Mark Once .....	21
1-15 Circle Once, Underline Twice .....	21
1-16 Pick a Number .....	21

---

<i>Taking Notes</i> .....	22
1-17 Easy Two-Column Notes .....	23
1-18 One Idea per Paragraph Note Taking.....	27
1-19 Using Two-Column Notes for Character Analysis.....	29
1-20 Three- and Four-Column Notes .....	30
1-21 Research Note Cards .....	31
1-22 Developing Study Guides .....	32
1-23 Three-Column Notes with Summaries .....	34
1-24 Collecting and Organizing Facts .....	34
1-25 Mapping and Webbing.....	36

---

<i>Making Inferences and Analyzing the Text</i> .....	37
1-26 Making Inferences and Analyzing Text with Three-Column Notes.....	38
1-27 Making Inferences and Analyzing Text with Informal Outlines.....	39
1-28 Making Inferences and Analyzing Text with Topic Sentences .....	40

---

<i>Recognizing Text Structures</i> .....	41
1-29 Using Graphic Organizers.....	41
1-30 Using Text Structures .....	42

---

<i>Summarizing</i> .....	43
1-31 Four-Step Summary Paragraphs .....	44
1-32 Plot Line Summaries.....	50
1-33 Summaries Without Words .....	50
1-34 Money Summaries.....	51
1-35 The 12-Word Trick .....	52

---

<i>Asking and Answering Questions</i> .....	53
1-36 Great Short Answers .....	54
1-37 Responses to Essay Questions .....	55
1-38 Using the Two-Column Study Guide.....	56
1-39 Levels of Questioning .....	58

---

<i>Using and Creating Bookmarks</i> .....	61
1-40 Three-Column Burrito Fold Bookmarks .....	62
1-41 Sticky Note Bookmarks.....	63
1-42 Two-Column Fold Bookmarks.....	63
1-43 Cut-Apart Bookmarks .....	64

SECTION **2** Vocabulary.....65

<i>Mastering Vocabulary</i> .....	69
2-1 Vocabulary Teaching Tips .....	71
2-2 Reading Dictionary Definitions.....	71
2-3 Breaking Down Definitions.....	73
2-4 Pronunciation.....	75
2-5 Meaningful Vocabulary Sentences .....	76
2-6 Vocabulary Maps .....	78
2-7 Concept Maps.....	80
2-8 Vocabulary Study Guides .....	82
2-9 Vocabulary Note Cards.....	83
2-10 Categories .....	84
2-11 Personification of Abstract Nouns.....	85
2-12 Poetry Pieces.....	87
2-13 Homonyms, Homophones, and Homographs.....	88
2-14 Unit- or Subject-Specific Word Lists .....	89

SECTION **3** Sentence Mastery.....91

*Learning Sentence Writing*.....95

3-1 Fragments and Sentences.....96  
3-2 Three- and Four-Part Sentences .....96  
3-3 Using Sentence Strips .....98  
3-4 Writing Rebus Sentences .....99  
3-5 Sentences Using *Who, What, Where, When, Action and How*.....100

---

*Practicing Sentence Writing*.....102

3-6 Better Sentences .....103  
3-7 Sentence Structures .....104  
3-8 Kinds of Sentences.....105  
3-9 Kinds of Sentences Combined with Sentence Structures.....106  
3-10 Topic Sentences .....107  
3-11 Sentence Variety .....107  
3-12 Ticket Out .....112

---

*Mastering Sentence Writing*.....113

3-13 Recognizing Parts of Speech.....114  
3-14 Learning parts of a Sentence with Diagrams .....118  
3-15 Playing with Language.....120  
3-16 Adding Quotations .....123  
3-17 Analyzing Sentences in Context .....124  
3-18 Writing Headlines and Sentences.....124  
3-19 Purpose and Audience Considerations.....125

<i>Two Kinds of Writing</i> .....	131
4-1 Introducing Two Kinds of Writing .....	132
4-2 Comparing Two Kinds of Writing .....	135
4-3 Prompts for Two Kinds of Writing .....	138
4-4 Defining <i>Fiction, Nonfiction, Prose, Poetry, Explain, and Entertain</i> .....	138

---

<i>The Writing Process and Organization</i> .....	140
4-5 The Writing Process .....	142
4-6 Color-Coding and the Five Elements of Information/Expository Writing .....	144
4-7 Planning with an Informal Outline .....	146
4-8 Accordion Paragraphs .....	149
4-9 Determining Key/Star Ideas with the Thinking Game .....	152
4-10 The Organization Game .....	154
4-11 Informal Outlines of Various Lengths.....	156
4-12 Planning Guides for Organizing an Accordion Paragraph .....	157
4-13 Practice Guides for Writing Accordion Paragraphs.....	158
4-14 Using Colored Paper Strips for Informal Outlines and Paragraphs.....	159
4-15 Organization with Framed Paragraphs .....	160
4-16 Accordion Races.....	160
4-17 Writing in First, Second, and Third Person .....	161

---

<i>Topic Sentences and Leads</i> .....	163
4-18 Defining a Topic Sentence.....	164
4-19 Topic Sentence Variety.....	165
4-20 Getting Caught in the <i>Things</i> Trap.....	172
4-21 Mastering Topic Sentences .....	173
4-22 Turning a Prompt into a Topic Sentence.....	174

### *Topic Sentences and Leads (continued)*

4-23	Adding a Lead – the Blues – to a Paragraph .....	175
------	--	-----

---

### *Transitions for Key/Star Ideas* .....

4-24	Definition and Function of Transitions.....	178
4-25	Transition Sets.....	179
4-26	Transitions for Different Purposes .....	180
4-27	Using Transitions Effectively.....	181
4-28	Obvious and Subtle Transitions.....	182
4-29	Using a Variety of Transitions.....	183
4-30	Transitions in Reports and Essays .....	183

---

### *Paragraph Elaboration*.....

4-31	Paragraph Elaboration – the E’s/the Reds.....	185
4-32	Learning More About Elaboration .....	186
4-33	Comparing Paragraph and Report Elaboration.....	187

---

### *Conclusions*.....

4-34	Conclusions – Defining Terms.....	189
4-35	Connecting a Conclusion to a Topic Sentence .....	190
4-36	Keys to Writing Conclusions .....	190
4-37	Not All Paragraphs Require a Formal Conclusion .....	192

---

## SECTION **5** Accordion Essays and Reports .....

### *Writing Accordion Essays and Reports*.....

5-1	Elements of Accordion Essays and Reports.....	198
5-2	Writing Essays and Reports Step by Step .....	201
5-3	Organizing and Writing, One Step at a Time .....	204

---

<i>Planning Essays and Reports</i> .....	210
5-4 Creating Two-Sentence Introductions.....	211
5-5 Blocking Out Essays and Reports .....	214
5-6 Informal Outlines for Essays and Reports.....	216
5-7 Using an Informal Outline Practice Guide.....	216
5-8 Leading with the Blues.....	218

---

<i>Using Transitions In Essays and Reports</i> .....	220
5-9 Transition Topic Sentences .....	221
5-10 Using Obvious and Subtle Transitions.....	222
5-11 Using <i>First</i> , <i>Second</i> , and <i>Third</i> as Transitions .....	224
5-12 Burying Transitions .....	226
5-13 Using Transition Topic Sentences in Longer Essays and Reports .....	226

---

<i>Using Elaboration in Essays and Reports</i> .....	228
5-14 Reviewing Elaboration .....	229
5-15 Increasing Elaboration in Essays and Reports .....	230
5-16 Using Informal Outlines to Improve Elaboration.....	231

---

<i>Writing Conclusions for Essays and Reports</i> .....	233
5-17 Writing Successful Conclusions.....	234
5-18 Conclusions Have a Purpose.....	235
5-19 Practicing and Improving Conclusions.....	237

---

<i>Practicing Essay and Report Writing</i> .....	238
5-20 Using Framed Essays and Reports to Promote Success .....	239
5-21 Moving from a Paragraph to an Essay or Report.....	239
5-22 Stretch, Don't Stack Practice .....	241

SECTION **6** Story and Narrative Writing ..... 243

*Understanding Story Structure and Terms* ..... 247

6-1 Introducing Story Terminology ..... 248

6-2 Learning Story Elements ..... 249

---

*Prewriting and Planning* ..... 252

6-3 Prewriting and Planning ..... 253

6-4 Prewriting with a Story Map ..... 255

6-5 Alphabet Soup and Other Ideas ..... 256

6-6 Six Steps for Planning and Writing a Story/Narrative ..... 259

6-7 Quick Sketch and Quick Note Planning ..... 262

6-8 Sequencing Events ..... 265

6-9 Creating and Developing Characters ..... 265

6-10 Planning and Changes in Characters ..... 267

6-11 Showing – Not Telling ..... 268

---

*Writing a Story* ..... 270

6-12 Ways to Begin a Story ..... 272

6-13 Three-Step Strategy to Write the Beginning ..... 274

6-14 Writing Dialogue ..... 276

6-15 Function and Variety of Story/Narrative Transitions ..... 277

6-16 Analyzing Transitions ..... 278

6-17 Options for Writing the End of a Story ..... 279

6-18 Comparing the Beginning and the End of a Story ..... 281

6-19 Nine Tips for Writing a First Draft ..... 282

6-20 Working on the Qualities of a Good Story ..... 283

6-21 Story/Narrative Writing Assessments ..... 284



---

<i>Revising and Editing</i> .....	285
6-22 Writing Drafts and Revising .....	286
6-23 Ten Tips for Revising .....	287
6-24 Editing and Proofreading .....	291

## SECTION 7 Personal Narratives ..... 293

<i>Composing Personal Narratives</i> .....	297
7-1 Report, Story, or Personal Narrative? .....	298
7-2 Recognizing the Personal Narrative Pattern .....	302
7-3 Preparing to Write Personal Narratives .....	305
7-4 Practicing Personal Narratives.....	311
7-5 Sharing and Publishing Personal Narratives.....	314

## SECTION 8 Speeches ..... 315

<i>Organizing and Planning a Speech</i> .....	319
8-1 Components of a Good Speech.....	320
8-2 Speech Planning.....	320
8-3 Blocking Out a Speech .....	324
8-4 Train of Thought .....	326
8-5 Including Stories in a Speech .....	327

---

<i>Giving Speeches</i> .....	328
8-6 Making Introductions.....	329
8-7 Informational Speeches and Oral Reports.....	330
8-8 Asking and Answering Questions .....	332
8-9 Impromptu Speeches.....	334
8-10 Giving a How-To Speech.....	335

### *Giving Speeches (continued)*

8-11	Persuasive Speeches .....	337
8-12	Stand Up and Sound Off .....	339
8-13	Focus on Your Audience .....	341
8-14	Oral Book Reports .....	342
8-15	Planning Longer Presentations .....	343

---

### *Improving Listening and Discussion Skills* .....

8-16	Good Listening Skills .....	344
8-17	Participating in a Discussion .....	348

## SECTION 9

## Specific Writing Assignments .....

### *Creating Specific Writing Assignments* .....

9-1	Persuasive Writing .....	358
9-2	Supporting an Opinion with Facts .....	363
9-3	Writing to Compare or Contrast .....	365
9-4	Creating Biographical and Autobiographical Sketches .....	370
9-5	Responding to Literature .....	372
9-6	Writing to Show Cause and Effect or Problem and Solution .....	378
9-7	RAFTS: Writing from a Different Point of View .....	381
9-8	Descriptive Writing .....	383
9-9	Using Writing Frames .....	385
9-10	Writing Letters .....	387
9-11	Writing in Math .....	390
9-12	Writing Reports on Science Experiments .....	394
9-13	Technical Writing .....	396
9-14	Poetry .....	397
9-15	Writing a Skit .....	399
9-16	Writing About the News .....	401

*Creating Specific Writing Assignments (continued)*

9-18 Personal Writing .....404

SECTION **10** Assessment and High Standards ..... 407

*Setting High Standards and Clear Expectations*..... 411

10-1 Neat Paper Rules .....412  
10-2 Cursive Writing .....413  
10-3 Checklists for Revision .....414  
10-4 Revising “To Be” Verbs.....415  
10-5 Improving Word Choice with the ABC Activity .....417  
10-6 Peer Review/Editing/Revision.....418  
10-7 Editing with CUPS .....419  
10-8 Perfect Three-Sentence Paragraphs .....421  
10-9 Analyzing a Paragraph .....423

---

*Using Quick Checks for Self Evaluation* ..... 425

10-10 Quick Check for Sentences and Topic Sentences.....426  
10-11 Quick Check for Short Answers .....427  
10-12 Quick Check for Note Taking.....428  
10-13 Quick Check for Speeches .....428

---

*Practical, Effective Assessment* ..... 430

10-14 Definitions and Descriptions for Using Scoring Guides.....431  
10-15 Information/Expository Paragraphs Scoring Guide .....436  
10-16 Information/Expository Reports Scoring Guide .....438  
10-17 Persuasive Writing Scoring Guide .....440  
10-18 Story/Narrative Scoring Guide .....442  
10-19 Personal Narratives Scoring Guide.....443

*Practical, Effective Assessment (continued)*

10-20 Summary Writing Scoring Guide.....445

---

*Recording and Using Assessment Scores* .....447

10-21 Students Record and Monitor Progress.....448

10-22 Teachers Record and Monitor Progress .....448

10-23 Labels to use with Scoring Guides.....450

10-24 Check Marks and CUPS for Grading Papers.....450