

<i>High-Performance Writing— Beginning Report Writing</i>	Lessons									
	1	2	3	4	5	6	7	8	9	10
Combines a subject and a predicate to create a sentence	✓	✓								
Understands that a complete sentence tells who or what and what happens	✓	✓	✓							
Uses alphabetical order to locate a definition in a dictionary	✓									
Uses and adds to a Word Bank	✓		✓							
Selects a community worker to research and records the choice on the Community Workers Research List	✓									
Differentiates between a sentence and a fragment	✓		✓					✓		
Identifies the subject and the predicate in a sentence	✓		✓					✓		
Understands how to correctly capitalize and punctuate a telling sentence		✓	✓			✓	✓	✓		
Uses correct format, capitalization, and punctuation when writing a request for an interview with a community worker		✓								
Proofreads a letter to community worker requesting an interview		✓								
Addresses the envelope for a letter with the correct content, capitalization, and punctuation		✓					✓			
Uses a graphic organizer to complete a picture study		✓						✓		
Uses proofreading marks		✓	✓			✓		✓	✓	
Uses a caret to insert text in a sentence		✓	✓			✓		✓	✓	
Understands how categories are used to sort information		✓	✓	✓	✓		✓	✓		
Sorts information from a picture study into the categories <i>Clothes, Tools, Workplace, Tasks, and Interesting Facts</i>		✓								
Understands how to correctly capitalize and punctuate a question			✓							
Understands how to phrase interview questions			✓	✓	✓					
Brainstorms content for interview questions			✓							
Uses the words <i>I</i> and <i>you</i> when phrasing interview questions			✓	✓	✓					
Creates interview questions and organizes them into the categories <i>Clothes, Tools, Workplace, Tasks, Interesting Facts, Skills and Training, Most Favorite Things, and Least Favorite Things</i>			✓							
Understands and exhibits proper audience behavior				✓	✓					
Uses key words to take notes during an interview				✓	✓	✓				
Organizes a report by placing category cards in an order that makes sense				✓						
Understands how to properly greet the community worker at the beginning of the interview					✓	✓				
Role plays with other class members to become comfortable in the interview setting					✓					
Conducts a practice interview with the teacher that includes questions from all categories as well as a thank you for the interview					✓					
Understands how to create a complete sentence using key words						✓		✓		
Conducts an interview with a community worker, using key words to record answers to questions						✓				
Understands how to correctly capitalize and punctuate a list within a sentence						✓	✓			
Uses correct format, capitalization, and punctuation to write a letter thanking a community worker for an interview							✓			
Proofreads a thank-you letter							✓			
Understands the purpose of a margin							✓	✓		
Understands that a paragraph is a group of sentences that tells about one idea							✓	✓	✓	
Understands how to create a title and center it on a page							✓	✓	✓	
Indents the first word in a paragraph							✓	✓	✓	
Creates a title for the introduction of a research report and centers it on the page							✓			
Writes an introduction that refers to all the categories that will be included in the body of a research report							✓			
Participates in peer editing							✓	✓	✓	
Understands where to place a topic sentence and detail sentences in a paragraph							✓	✓	✓	
Creates a title and centers it on the page for each category in the body of a research report								✓		
Sorts community workers by the work they do into the categories <i>goods</i> or <i>services</i>								✓	✓	
Understands how to conclude a paragraph by restating the main idea								✓	✓	

