

High-Performance Writing— Intermediate Practical Writing	Lessons									
	1	2	3	4	5	6	7	8	9	10
Understands the purpose of a friendly letter	✓	✓	✓	✓	✓					
Understands the purpose of a heading in a friendly letter	✓	✓	✓	✓						
Understands and uses correct capitalization and punctuation in a friendly letter	✓	✓	✓	✓						
Uses proofreading marks	✓	✓		✓				✓		
Uses a caret to insert text	✓	✓		✓				✓		
Understands and exhibits proper audience behavior	✓				✓					
Uses proper line spacing and indentation in a friendly letter		✓	✓	✓						
Recognizes the features of a friendly letter (<i>heading, date, salutation, body, closing, signature</i>)	✓	✓	✓	✓						
Understands and uses correct capitalization and punctuation in a friendly letter	✓	✓	✓	✓						
Proofreads for correct capitalization and punctuation in a friendly letter	✓	✓	✓	✓						
Understands correct use of titles (<i>Mr., Mrs., Ms., Miss, Dr.</i>)		✓	✓	✓	✓	✓	✓			
Uses correct capitalization and punctuation in title abbreviations		✓	✓	✓	✓	✓	✓			
Capitalizes proper nouns		✓	✓	✓	✓	✓	✓			
Capitalizes abbreviations for directions (<i>N, S, E, W, NW, NE, SW, SE</i>)		✓		✓	✓	✓	✓	✓	✓	
Uses correct spelling, punctuation, and capitalization for abbreviations (<i>St., Apt., Dr., Ave., Rd., Dr., Blvd.</i>)		✓	✓	✓	✓	✓	✓	✓		✓
Understands the meaning of and uses correct spelling, punctuation, and capitalization of A.M. and P.M.		✓	✓	✓						
Uses a graphic organizer		✓	✓			✓	✓	✓		
Participates in brainstorming		✓	✓			✓	✓			
Knows school name and address		✓			✓	✓	✓			✓
Writes a heading for a friendly letter		✓	✓				✓			
Writes a salutation for a friendly letter		✓	✓				✓			
Writes the body of a friendly letter		✓	✓							
Writes the closing of a friendly letter		✓	✓							
Signs a friendly letter		✓	✓							
Edits a friendly letter		✓		✓						
Understands how to phrase the content of a friendly letter		✓	✓	✓						
Varies the first words of sentences in a paragraph		✓	✓	✓						
Produces legible handwriting at an age-appropriate level		✓	✓	✓	✓		✓			✓
Understands and uses state abbreviations			✓	✓	✓	✓	✓			
Asks polite questions in the body of a friendly letter that could be answered in a reply				✓						
Proofreads a friendly letter				✓						
Publishes a friendly letter				✓						
Presents a friendly letter				✓						
Understands how to address an envelope with mailing address and return address and how to place the stamp					✓	✓				
Understands the purpose of a business letter of concern					✓	✓	✓	✓		
Understands content, placement, and purpose of the heading in a business letter of concern					✓	✓	✓	✓		
Understands content, placement, and purpose of the inside address in a business letter of concern					✓	✓	✓	✓		
Recognizes the features of a business letter of concern (<i>heading, date, inside address, salutation, body, closing, signature</i>)					✓	✓	✓	✓		
Understands how to phrase the content of a business letter of concern					✓	✓	✓	✓		
Understands and uses correct capitalization and punctuation in a business letter of concern					✓	✓	✓	✓		
Understands the importance of printing the sender’s name under the signature in a business letter of concern					✓	✓	✓	✓		
Edits a business letter of concern						✓		✓		
Uses compelling, precise language						✓	✓	✓		
Eliminates repetitious information						✓	✓	✓		
Uses proper line spacing and indentation in a business letter of concern						✓	✓	✓		

