Fourth Grade: Writing Test Practice Prompt #3
Session One: Prewriting and Drafting (approximately 45 minutes)
Student Instructions

Step 1: Introduction to the Writing Test and Prewriting

You should have some lined paper and this instruction sheet on your desk. Today you are going to write about a person that you wish you could give a special award to. On the lined paper in front of you, list as many people who might deserve a special award that you can think of. Choose the person that is the most interesting or that you have the most to write about. Neither your teacher nor anyone else can help you. There is to be no talking during this time. (Quiet Work Time)

Now, let's share, as a group, some of your ideas. (The teacher will record the students' responses on the board or overhead).

Now you begin to think about what you will write. Remember, you must write on the following:

Writing Prompt:

If you could give a special gift or award to a deserving person, what would it be and why? Share reasons and details as you compose your answer.

You have our class list and you have your own list. Decide what you want to write about. Let's read the prompt one more time to help you focus of your idea. (Teacher reads prompt). Now, choose an idea and write on your paper what you want to write about.

Once you have decided what you want to write about, think of some of the things that you might write about the specific idea that you have chosen. As you think of things to include in your writing, write them down on the paper in front of you in whatever format works for you: a list, a cluster, an outline, a table web, or any other prewriting pattern that helps you think of what to include in your writing. You must do this work on your own. No one can help you with it, nor may you use any other materials beyond this instruction sheet, the paper in front of you and your pencil.

Step 2: Rough Draft

Your teacher and a team of other teachers from our school will be reading and scoring your paper. They will look for the following when they score your paper:

- Ideas: is your writing clear with enough detail?
- Organization: does your story have a beginning, a middle that tells things in order and an end?
- Voice: does your paper sound as if you really understand and care about your writing?
- Conventions: does your paper use sentences and have correct capital letters, spelling and punctuation?

The teachers who score your writing will decide how well your paper does these things.

Now, on the lined paper in front of you, use your ideas to begin your rough draft. Use a pencil so that you can make changes easily. Try to include details about what can be seen, heard and felt. Organize your writing so that your paper has a beginning, middle and an end.

You should write on the idea that you were given. If you do not write on the assigned topic or if your writing is rude or offensive, your paper will not be scored. Writing that is too short (two or three sentences) also may not receive a score.

Remember, your final copy will need to fit on one page.

You will be doing all of your writing here in class during three writing sessions, and no one can help you during that time.

You should begin putting down ideas to use in your writing. Remember that a good piece of writing uses descriptive words to give information.

Fourth Grade: Writing Test Practice Prompt #3
Session Two: Revising and Editing (approximately 45 minutes)
Student Instructions

You should now have in front of you only the following materials:

1. This instruction sheet for Session Two
2. Your prewriting or drafting from Session One
3. Lined paper
4. Pencils

You may also have a regular dictionary or bilingual dictionary for word translations with no other explanatory information. A thesaurus or other specialized dictionary is NOT allowed. Any other writing that you did outside of Session One is also NOT allowed.

First, take a minute to look over your prewriting or rough draft from Session One. Remember, your writing must be on the following idea:

Writing Prompt:

If you could give a special gift or award to a deserving person, what would it be and why? Share reasons and details as you compose your answer.

If you have not finished the rough draft of your paper, please do so before you go on to Step 3.

Step 3: Revising and Editing

First, re-read your rough draft. After you have re-read everything you wrote, think about the following questions. Put a check in the box when you can answer YES to that question.

- ☐ 1. Is my story or paper about a person that you would give a special award to? Do explain why I would give this special award?
- ☐ 2. Does my writing include details and descriptions?
- ☐ 3. Does my story or paper have a beginning, middle and end?
- ☐ 4. Does my writing sound as if I really care about what I wrote?

Make any changes in your writing that will make it better. When you revise, you can change things, move parts around, add ideas, or take things out. Remember, your final draft must fit on one page.

Now, read all of your own writing AGAIN and look for any mistakes that you can fix.

- ☐ 5. Have I corrected all of my spelling mistakes?
- ☐ 6. Have I put capital letters and punctuation marks where I need them?
- ☐ 7. Are all of my thoughts written in complete sentences? Does my paper follow the rules of grammar, usage, punctuation, capitalization and sentence structure? Do I start a new paragraph when I introduce a new idea?

Your teacher and classmates are **NOT** allowed to help you revise or edit. You must do this for yourself.

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Session Three: Copying final drafts onto the answer sheet (approximately 45 minutes)

Student Instructions

You should have in front of you all of the following:

1. This instruction sheet for Session Three
2. Your instructions and any prewriting from Session One
3. Your rough draft from Session One
4. Your instructions, including editing checklist, from Session Two
5. An answer sheet where you will copy your writing
6. Pencils

Remember, your writing must be on the following idea:

Writing Prompt:

If you could give a special gift or award to a deserving person, what would it be and why? Share reasons and details as you compose your answer.

Step 4: Copying Writing to the Answer Sheet and Proofreading

Copy your writing onto the answer sheet. Do not skip lines. Make your final copy as neat as possible so that it is easy for others to read. You will not be scored on your handwriting, but it is important that the readers be able to read what you have written.

After you copy your writing, read it to yourself. Be sure you did not leave out words or punctuation marks. If you need to add a word or cross something out, go ahead. These things will not make your score lower. Ask yourself one more time if everything you have written makes sense.