

Think Sheets or Checklists

Purpose:

To prompt learners to ask themselves the kinds of questions expert writers automatically ask themselves as they go through the writing process.

Materials:

Plan, Organize, Edit, and Revise Think Sheet

Procedures:

Use the checklist to work through questions during the writing process.

PLAN THINK SHEET

Name _____ Date _____

Topic _____

Who am I writing for?

Why am I writing this?

What do I know? (brainstorm)

How can I group my ideas?

How will I organize my ideas?

_____ comparison/contrast

_____ explanation

_____ problem/solution

_____ time order

_____ other

ORGANIZATION THINK SHEET

Name _____ Date _____

What is being explained?

In what order do things happen?

First,

Then,

Then,

Finally,

EDIT THINK SHEET

Name _____ Date _____

Read. Reread your writing.

What do I like best? (put a * by the parts I like best)

What parts are not clear? (put a ? by unclear parts)

Question Yourself. Did I...

Tell what was being explained?

Tell what things you need?

Make the steps clear?

Use keywords?

Make it interesting?

Plan. Look back What parts do I want to change?

Write two or more questions for my editor.

Talk. Talk to the editor. .

EDITOR THINK SHEET

Read your writing with your editor. Then the editor should complete the editor page. Next meet and talk about your answers.

THINK SHEET for the editor the same as the student **EDIT THINK SHEET**, but filled out by a peer or teacher.

REVISE THINK SHEET

Name _____ Date _____

What suggestions did the editor give?

Put a check next to the suggestions you will use.

How will you make your paper more interesting?

Go back to your first paper and make your revisions.

Adapted from a strategy shared at an EFF Research Meeting.

THINK SHEET

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