Think Sheets or Checklists

This strategy has been used in the following ABLE lesson(s):
Beginning With Writing - Writing Strategy
http://mercury.educ.kent.edu/database/eureka/detail_lesson_general.cfm?LessonsID=84

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.

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**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

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**ORGANIZATION THINK SHEET**
Name____________________ Date________

What is being explained?
In what order do things happen?
First,
Then,
Then,
Finally,
Think Sheets or Checklists

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 Sheets or Checklists**  
*continued*

### PLAN THINK SHEET

<table>
<thead>
<tr>
<th>Name ______________________</th>
<th>Date ________</th>
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<tbody>
<tr>
<td>Topic _______________________</td>
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**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

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**What is being explained?**

**In what order do things happen?**

- First,  
- Then,  
- Then,  
- Finally,  

### EDIT THINK SHEET

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**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.

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

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