

Traits of Quality Writing

	Purpose (Mode) Topic & Audience must be considered	Forms	Ideas & Organization (Prewrite & Rough Draft)	Voice (Revision)	Word Choice (Revision)	Sentence Fluency (Revision)	Conventions (Editing)	Grade Level Taught	Suggested Prompts
Literary To Tell	Narrative To tell about an imaginative or real experience.	Historical Contemporary fiction Patterned poetry Poetry, rhyme, couplets Short story Personal communication Play	Beginning: who, when, where Middle: events which may lead to a problem End: resolution to the problem	Descriptive Imaginative Elaborative Individualistic	Linking time words Action words Descriptive language First or third person I, we, he, she... Metaphor Simile Imagery	Varied length Dialogue Complex conjunctives (e.g., nevertheless, otherwise)	Refer to State Frameworks and District Curriculum	K 1 2 3 4 5 6	Write a fairy tale. Write a folk tale. Write a poem. Tell about...
	Recount To tell about something that happened in the past.	Personal communication (letters, cards, notes) Diaries/journals Rhymes Learning log Biographies Autobiographies Retell	Setting (time and place) Events in sequential order Ending Time connected	Honest Believable Committed Knowledgeable Accurate Reliable Explicit	Time linked words (next, first, last) Past tense Action verbs Detailed Specific participants	Direct simple sentence structure	Refer to State Frameworks and District Curriculum Proper nouns	K 1 2 3 4 5 6	Write a page in your diary about... Write about an event. Tell about a time when you were happy.
Informational and Technical To Explain or Inform	Procedure	Posters Instruction Direction	Goal stated <i>What is to be done?</i> Requirements <i>What is needed?</i> Steps <i>First step to last?</i> Evaluation <i>Was the goal achieved?</i>	Specific Concise	Linking words that have to do with time (e.g. after, next, when) Tense is timeless (e.g. you cut, you mix, etc.) Detailed factual description Action verbs	Short Direct and to the point Connected	Refer to State Frameworks and District Curriculum Abbreviations Bullets Numbered steps Bold headings Sub headings	K 1 2 3 4 5 6	Write instructions for something you know how to make. Write the steps you followed to solve the math problem.
	Report	Newspaper articles Magazine articles Biographies Diaries/journals	Topic <i>What are you reporting on?</i> Description <i>What characteristics does it have?</i> Summarizing comment	Knowledgeable Factual/authority Objective Formal	Impersonal objective language Technical language Subject/topic specific language Third person	Full descriptive sentences Direct Cohesive Logical order of information	Refer to State Frameworks and District Curriculum Conventions specific to reports	3 4 5 6	Write a report on... Write a report about the...
	Explanation	Essays Articles Book reviews	Definition of topic Description of the parts, sequence, or order Operations (e.g. how it works, what works; cause and effect Applications (e.g. when and where it works)	Believable Clear Precise	Subject specific/technical language Action verbs Descriptive Cause/effect linking words Similes Some passives	Complex Sequential Linking order	Refer to State Frameworks and District Curriculum <i>Grammar</i> <i>present tense</i> <i>complex sentences</i> <i>paragraphs</i>	K 1 2 3 4 5 6	Explain the digestive process. Explain the process of erosion. Explain why the wolf didn't eat the three pigs. Explain how the water cycle works.
	Persuasive	Personal letters Essays Posters Newspaper editorials	Personal topic Introduction = strong opening Body = facts, examples Conclusion = suggestion, strong ending	Personal Opinionated Emotional Convincing Knowledgeable	Technical terms Action words Linking verbs Variety of tenses Objective language (e.g. concern) Controlling words (e.g. begins, similarity)	Connective Complex conjunctives (e.g. moreover, for example, in fact)	Refer to State Frameworks and District Curriculum Quotations Commas Paragraphs	6	Write a letter to your aunt convincing her not to smoke. Write an essay to convince your community to provide recreation centers.