High-Performance Writing— Beginning Practical Writing	Lessons									
	1	2	3	4	5	6	7	8	9	10
Identifies the subject and the predicate in a sentence	✔	✔	✔							
Capitalizes people's names	✔	✔	✔	✔	✔	✔	✔	✔		✔
Understands and exhibits proper audience behavior	✔	✔	✔		✔		✔			
Understands the purpose of a list	✔									
Understands the format and correct punctuation of a list within a sentence	✔			✔						
Uses a caret to insert text	✔	✔	✔		✔	✔		✔	✔	✔
Uses proofreading marks		✔	✔		✔	✔		✔	✔	✔
Writes a list using the column format and correct capitalization	✔									
Writes a list within a sentence, using correct punctuation and capitalization	✔			✔						
Differentiates between subjects, predicates, sentences, and fragments	✔	✔	✔	✔		✔				
Understands how to capitalize and punctuate a statement		✔	✔		✔	✔	✔	✔		
Recognizes the parts of a message (*opening, body, closing*)		✔								
Understands how to capitalize, punctuate, and indent a message		✔								
Writes an opening for a message		✔								
Writes the body of a message		✔								
Writes the closing of a message		✔								
Rewrites a statement with proper capitalization and punctuation		✔			✔		✔			
Understands how to phrase and punctuate a question			✔		✔			✔	✔	
Analyzes the elements of a letter of invitation (*heading, greeting, body, closing, RSVP*)			✔							
Uses correct capitalization and punctuation when writing a letter of invitation			✔							
Uses and adds to a Word Bank				✔	✔	✔			✔	✔
Uses a graphic organizer				✔		✔		✔	✔	✔
Participates in brainstorming					✔		✔			
Uses correct capitalization and punctuation when writing an address			✔	✔	✔	✔	✔	✔		✔
Writes a heading for an invitation				✔						
Writes a greeting for an invitation				✔						
Writes the body of an invitation				✔						
Writes the closing of an invitation				✔						
Signs an invitation				✔						
Analyzes the parts of a thank-you letter (*heading, greeting, body, closing, signature*)					✔					
Uses correct capitalization, punctuation, and indention when writing a thank-you letter					✔	✔				
Understands how to phrase the content of a thank-you letter					✔	✔				
Rewrites a question with correct capitalization and punctuation					✔					
Understands how to make sentences more interesting by adding words that tell how, when, or where						✔		✔	✔	
Writes a heading for a thank-you letter						✔				
Writes a greeting for a thank-you letter						✔				
Writes the body of a thank-you letter						✔				
Writes the closing of a thank-you letter						✔				
Signs the thank-you letter						✔				
Makes a letter more interesting by adding words that tell how, when, or where						✔		✔	✔	
Varies the first words of sentences in a paragraph						✔			✔	
Proofreads a thank-you letter						✔				
Publishes a thank-you letter						✔				
Presents a thank-you letter						✔				
Analyzes the parts of a friendly letter (*heading, greeting, body, closing, signature*)							✔			
Understands content and phrasing of a friendly letter							✔	✔	✔	
Understands how to make sentences more interesting by adding words that tell what kind, how many, or which one.								✔	✔	
Writes a heading for a friendly letter								✔		✔

Writes a greeting for a friendly letter							✔		✔
Begins the body of a friendly letter with a question							✔	✔	
Includes personal information in the body of a friendly letter							✔	✔	
Includes recent experiences or activities in the body of a friendly letter							✔	✔	
Concludes the body of the friendly letter with a question sentence that expects an answer							✔	✔	
Writes the closing for a friendly letter							✔	✔	
Signs a friendly letter							✔		✔
Edits a friendly letter to make it more interesting by adding words that tell how, where, and when							✔		
Edits a friendly letter to make it more interesting by adding words that tell what kind, how many, and which one							✔		
Categorizes words that tell what kind, how many, and which one							✔		
Understands how to alphabetize words								✔	
Alphabetizes a list of words using the second letter of each word									✔
Proofreads a friendly letter									✔
Publishes a friendly letter									✔
Presents a friendly letter									✔