

<i>High-Performance Writing— Beginning Writer’s Guide</i>	Lessons									
	Proofreading Lessons					Word Processing Lessons				
	1	2	3	4	5	1	2	3	4	5
Understands that a sentence is a complete thought that tells who or what and what happens	✓									
Understands that a paragraph is a group of sentences that tell about one topic	✓									
Analyzes a paragraph for a topic sentence, detail sentences, and a closing sentence	✓									
Understands that prewriting means thinking about what to say before writing	✓	✓	✓	✓						
Understands that drafting means getting ideas down on paper	✓	✓	✓	✓						
Understands that editing means reviewing and changing the writing to make ideas clearer	✓	✓	✓	✓				✓		
Understands that proofreading means checking spelling, capitalization, and punctuation	✓	✓	✓	✓						
Differentiates dialogue (what characters say) from plot (what happens)	✓	✓								
Understands how to punctuate dialogue	✓	✓								
Understands that when writing dialogue, a new paragraph must start whenever the speaker changes	✓	✓								
Uses proofreading marks	✓	✓	✓	✓	✓					
Uses a caret to insert text	✓	✓	✓	✓	✓					
Proofreads to find the paragraph indentions	✓	✓	✓	✓	✓				✓	✓
Proofreads for capitalization errors	✓	✓	✓	✓	✓				✓	✓
Proofreads for punctuation errors	✓	✓	✓	✓	✓				✓	✓
Proofreads for word use errors	✓	✓	✓	✓	✓				✓	✓
Proofreads for spelling errors	✓	✓	✓	✓	✓				✓	✓
Understands that the word <i>I</i> is always capitalized	✓	✓	✓	✓	✓					
Understands that a contraction is a shortened form	✓									
Knows that a contraction is punctuated with an apostrophe	✓	✓	✓	✓	✓					
Understands that an interrogative sentence ends with a question mark		✓	✓	✓	✓					
Uses a proofreading checklist		✓	✓	✓	✓				✓	✓
Proofreads a story with a partner				✓	✓					
Discusses with a partner the errors found in proofreading				✓	✓					
Understands that the computer monitor is the screen for viewing what is happening						✓	✓	✓	✓	✓
Understands that the keyboard is the part of the computer that lets the user input information						✓	✓	✓	✓	✓
Understands that the CPU (central processing unit) is the computer’s “brain”						✓	✓	✓	✓	✓
Understands that the disk drive of the computer stores information on a disk						✓	✓	✓	✓	✓
Understands that a disk is used to record and store information and can be taken away						✓	✓	✓	✓	✓
Understands that a printer produces paper copies of information from the computer						✓	✓	✓	✓	✓
Understands that a document is what is written						✓	✓	✓	✓	✓
Understands that the shift keys produce capital letters in a document						✓	✓	✓	✓	✓
Understands that the space bar puts a space between words in a document						✓	✓	✓	✓	✓
Understands that the caps lock key lets the user type in capital letters						✓	✓	✓	✓	✓
Understands that the tab key lets the user indent a paragraph in a document						✓	✓	✓	✓	✓
Understands that the enter key lets the user start a new line in a document						✓	✓	✓	✓	✓
Understands that using a computer as a word processor means using it to help write paragraphs, stories, and letters						✓	✓			
Understands that an icon is a picture that stands for something						✓	✓			
Understands that a cursor is a pointer on the computer screen that shows where the user is working						✓	✓			
Opens a file from a disk						✓	✓	✓	✓	✓
Understands that an autobiography is a true story about oneself						✓	✓			
Adds words to a document						✓	✓	✓		
Saves a file to a disk						✓	✓	✓	✓	✓
Knows how to save a file as a different version							✓	✓	✓	✓
Understands how to highlight text with a mouse								✓		
Understands how to delete and insert text in an electronic file								✓		

Understands how to cut and paste to move text in a document									✓		
Understands how to print a document										✓	✓
Understands how to save a final version of a file											✓