

<i>High-Performance Writing— Intermediate Writer’s Guide</i>	Lessons									
	Proofreading Lessons					Word Processing Lessons				
	1	2	3	4	5	1	2	3	4	5
Understands that the first four steps in the writing process are prewriting, drafting, editing, and proofreading	✓	✓	✓	✓						
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	✓	✓	✓	✓						
Identifies and defines nouns	✓									
Identifies and defines proper nouns	✓									
Categorizes nouns as names of persons, places, or things	✓									
Defines a fable as a story about animals that teaches a lesson about people and the way they behave	✓	✓	✓	✓	✓					
Identifies and uses proofreading marks	✓	✓	✓	✓	✓					
Uses correct capitalization and end punctuation	✓	✓	✓	✓	✓					
Uses commas, apostrophes, and quotation marks correctly	✓	✓	✓	✓	✓					
Understands that when writing dialogue, a new paragraph must start whenever the speaker changes	✓	✓	✓	✓	✓					
Proofreads for capitalization errors	✓	✓	✓	✓	✓					
Proofreads for punctuation errors	✓	✓	✓	✓	✓					
Proofreads for missing words in text	✓	✓	✓	✓	✓					
Proofreads for spelling errors	✓	✓	✓	✓	✓					
Proofreads for grammatical errors	✓	✓	✓	✓	✓					
Understands that the final draft has been edited and proofread	✓	✓	✓	✓	✓					
Understands that a question ends with a question mark		✓	✓	✓	✓					
Understands that an exclamatory sentence ends with an exclamation mark		✓	✓	✓	✓					
Proofreads a partner’s paper				✓	✓					
Knows to initial pages that have been proofread for a partner				✓	✓					
Discusses the errors found in proofreading with a partner				✓	✓					
Uses a proofreading checklist						✓				
Uses a word-processing handbook							✓	✓	✓	✓
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 hard drive of the computer stores information in the computer							✓	✓	✓	✓
Understands that the disk drive of the computer stores information on a disk							✓	✓	✓	✓
Understands that a disk is used to record and store information from the disk drive							✓	✓	✓	✓
Understands that a printer produces paper copies of information from the computer							✓	✓	✓	✓
Understands that a document is the material the computer generates							✓	✓	✓	✓
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 word processing means writing with a computer							✓	✓	✓	✓
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							✓	✓	✓	✓
Creates a new document							✓			
Adds text to a document							✓	✓	✓	✓
Names a file							✓	✓	✓	✓

