

INFORMATIVE	ARGUMENTATIVE
Focus and Purpose	Focus and Purpose

## **Revision Goal 1:**

<u>Develop a clear understanding of the topic, audience,</u> and purpose. Complete all parts of the task.

- 1. Reread the prompt. Double check that you have completed all parts of the prompt.
- 2. Remember that you are writing an informative/expository essay with a specific purpose: to compare/contrast, to explain, or to summarize, etc. Be sure that you have achieved the exact purpose specified in the prompt.
- 3. Make sure all the ideas you include are appropriately focused on your audience and achieve the purpose of this essay. For example, if you are comparing and contrasting two events in history for an audience who may have limited knowledge of these events, be sure to provide enough background information and examples of evidence to help them better understand their importance.

#### **Revision Goal 2:**

Refine the central/controlling idea of your essay.

- 1. A thesis statement is a single sentence that contains your central/controlling idea. Highlight this sentence in gray. If it is not one sentence, edit it now so it is only one.
- 2. Refine the central/controlling idea in your thesis statement by improving its focus on your three main ideas.

## **Revision Goal 3:**

Maintain a clear focus on your thesis /controlling idea throughout your entire essay.

- 1. Reread your introduction and highlight your thesis statement in gray. Your thesis statement should be the controlling idea throughout your entire essay.
- 2. Next, read through your essay and highlight your main ideas in yellow and your examples of evidence in green. All of your main ideas and your examples of evidence should be related to your thesis statement. If they are unrelated to your thesis statement, you should delete them and add more information that supports your thesis statement.
- 3. Now, read your conclusion carefully. Your conclusion should reiterate your thesis/controlling idea and be on-topic. If the conclusion says something

## **Revision Goal 1:**

Refine your claim.

- 1. Your claim is what you believe about the issue. Write your claim clearly in one sentence. Highlight this sentence in gray.
- 2. Did you commit to one side of the issue? When you write your claim, you should take a clear side on the issue. Make sure the side you are on is crystal clear to your readers.
- 3. Use firm language to emphasize that you strongly believe in your claim. Stay away from vague language because it will weaken your claim and confuse readers about point of view.

### **Revision Goal 2:**

<u>Clearly and completely understand your task, purpose and</u> audience.

- 1. Reread the prompt. Double check that you have completed all parts of the prompt.
- 2. Remember that you are writing an argumentative essay. Go back to the **argumentative** outline tool in your Writer's toolbox to make sure you have included all elements of the **argumentative** genre: introduction, claim, reasons, evidence, counter claims, conclusion.
- 3. Make sure all of the ideas you include are appropriately focused on your **audience** and achieve the **purpose** of this essay. For example, if you are writing to a parent, include reasons and evidence that would appeal to them and cause them to take your side. If you are writing to a friend, include the reasons and evidence that would appeal to them and cause them to take your side.



unrelated to your thesis or is off-topic you should delete that information and add information that is about the thesis/controlling idea.

## **Content & Development**

### **Revision Goal 1:**

<u>Include main ideas that explain the thesis/controlling</u> idea of your essay.

- 1. First, highlight, in gray, the sentence that explains what your readers can expect to learn about in your essay. This is called your thesis/controlling idea statement.
- 2. Now, highlight your main ideas in yellow. Main ideas explain your thesis/controlling idea statement (the sentence that states what your essay is about). You should use your sources to identify your main ideas. If you did not include at least three main ideas, add them now.
- 3. Make each main idea a topic sentence in a new paragraph.

## **Revision Goal 2:**

<u>Use source-based evidence to illustrate your main</u> ideas.

- 1. Highlight your main ideas in yellow.
- 2. Next, highlight source-based evidence about your main ideas in green. Source-based evidence includes concrete examples, facts, examples, quotes, statistics, and explanations.

## **INFORMATIVE**

# Organization

#### **Revision Goal 1:**

Give your essay a good introduction.

- 1. You need to grab your readers' attention in the introduction. Make the first sentence of your introduction a question, a quotation, or an interesting fact or statistic.
- 2. Underline the background information you include. Now, add important information to give your reader an idea of what your essay will be about.
- 3. At the end of your introduction, you should also include one sentence that tells your reader what your essay will be about. This is called your thesis statement.

## **Content & Development**

### **Revision Goal 1:**

<u>Include additional source-based evidence to support each</u> of your reasons.

- 1. As you reread your essay, focus on the source-based evidence that supports your reasons. First, highlight, in <a href="yellow">yellow</a>, the reasons that support your overall claim. Next, highlight, in <a href="green">green</a>, the evidence (facts, statistics, or quotes) to support each reason.
- 2. If you did not include evidence for each of your reasons, include it now. Each reason should include 2-3 examples of **source-based evidence** to support it.
- 3. If you did include evidence for each of your reasons, evaluate your evidence: 1) Is it clearly related to your reasons; 2) Does it provide more information about your reasons; 3) Is it clear how it supports your reason; 3) Is your evidence a fact, quote or statistic from credible sources.

## **ARGUMENTATIVE**

# Organization

#### **Revision Goal 1:**

Give your essay a strong introduction.

- 1. Reread and evaluate the introduction of your essay. Make sure you include these important elements:
  1) your claim; 2) important background information about why the issue is controversial; 3) brief definition of key terms.
- 2. How can you make your introduction more interesting to readers? One way is to add a fascinating fact or thought-provoking question about the issue to the beginning or end of your introductory paragraph.



Highlight this sentence in gray. If you do not have one, write one now.

### **Revision Goal 2:**

Use transitional devices that connect your ideas.

- 1. Using transitional devices (for example, first, second, third, next, in addition, however, on the other hand, as a result) can help you move from one main idea to the next. Highlight, in orange, the transitional devices in your essay.
- 2. If there are few or no words highlighted in orange, add more transitional devices now. For example, you can add transitions between paragraphs or between sentences. Use the Word Bank to help you!

## **Revision Goal 3:**

Give your essay a thought-provoking conclusion.

1. Identify your conclusion. If you do not have a conclusion, add one now. Your conclusion may summarize your essay or may leave the reader thinking about something.

### **Revision Goal 2:**

<u>Use effective transitions between paragraphs. Tighten up organization within each paragraph.</u>

1. Highlight your reasons in yellow. Each reason should be a topic sentence in its own paragraph. Make sure your reasons are presented in a logical order and the order is clear to the reader. An effective way to order your reasons in an argumentative essay is from least important to most important. Use transitional words at the beginning of each paragraph to signal this logical order. For example, "First, More importantly, Most importantly."

Highlight the evidence in each paragraph in green. Use connecting words to show a clear relationship between the evidence and the reason. Try these ideas: "for example," "more specifically," "for instance," or "to illustrate."

#### **Revision Goal 3:**

Give your essay a strong conclusion.

Your conclusion should inspire your reader to think more about the issue and agree with your claim. Reread the end of your essay and <u>underline</u> your conclusion. Use the following tips to help you write a strong conclusion.

- In your first sentence, you should restate your claim, reasons, and evidence in a different way.
   Remember to use firm language to emphasize that your readers should believe your claim.
- Next, tell readers what positive changes would result if they agreed with you or what negative changes would result if they did not agree.
- At the end of the paragraph, include a call to action for readers. Tell them what you want them to do next.
- Finally, at the beginning or end of the paragraph, consider adding a quote or fact that highlights the importance of the issue and your claim.

### **NARRATIVE**

## **Focus and Purpose**

## **Revision Goal 1:** Focus details on the main event.

- 1. What do you want your readers to know the most? Highlight the main event in **teal**.
- 2. In the beginning of your story, tell what happened before the main event. <u>Underline</u> any details in the beginning of your story that did NOT happen first.

# **LITERARY**

# Focus and Purpose

## **Revision Goal 1:**

<u>Clearly communicate your analysis of the essay question and the literary selection.</u>

1. Did your response clearly focus on the question that was asked? If it did, highlight that section in **teal**.



# **Revision Goal 2:** <u>Use specific details to support your story.</u>

- 1. Highlight, in green, details about the main event.
- 2. Add more details about the main event: Where did the story take place? What did your characters see, feel, hear, smell?

# **Content & Development**

# **Revision Goal 1:** Create a well-developed setting.

- 1. Highlight, in green, the words that tell when and where your story took place. Add more specific details about where your story took place and when it happened. For example, you can describe the place, the weather, the time of day or year, or the season.
- 2. Now use your five senses to describe your setting. How does the setting look, feel, smell, or sound? Use your five senses to add more details to your setting. Use the word bank to help you.

## **Revision Goal 2:** Create realistic characters.

- 1. Highlight, in green, details about your characters. Highlight their actions in red. Add adjectives, adverbs, and stronger verbs to make your characters come to life! Use the word bank to help you.
- 2. Dialogue shows what characters think and what they say. Find places in your story where your characters can think or talk out loud. Then, add dialogue.

# **Revision Goal 3:** Create a well-developed plot.

- 1. Highlight the <u>main event</u> (what you want your readers to know the most) in **teal**. Add important information about what happened during the main event: What did your characters do, how did they feel, and what did they say?
- 2. <u>Underline</u> the problem, or conflict. Add more details about the problem: What caused the problem? Who has the problem? Why is it a problem? If you did not include a problem, add one now.
- 3. <u>Underline</u> the resolution to the problem. Be sure to describe how your characters solved the problem and

2. If you can improve your response with a strong thesis statement, that is, the controlling idea of your essay, do so now.

# **Revision Goal 2:** Keep the same focus throughout your writing.

- 1. Read your essay and highlight important details in green. Details include specific information about the plot, character, setting, or dialogue, and ideas that connect the essay question to the text.
- 2. Are all of the details you highlighted about your main topic? If not, remove them now. Add more specific details about your topic.

## **Content and Development**

### **Revision Goal 1:**

## Use evidence from the text to support your analysis.

1. Support your analysis with specific evidence and examples from the text (story, poem, essay, or play). This evidence can be quoted or paraphrased. Highlight all quoted or paraphrased evidence in green.

## **Revision Goal 2:**

# Connect your evidence to your analysis.

1.Explain how the evidence you quote or paraphrase relates to or demonstrates the subject (e.g. theme, character, tone) of your essay. Highlight in orange all sentences in which you analyze the evidence and explain how it supports your analysis of the subject.



how they feel. If you did not include a solution, add one now.

### **NARRATIVE**

# Organization

# **Revision Goal 1:** Give your story an exciting beginning.

- 1. Make sure your story has a beginning, middle, and end.
- 2. Highlight, in green, the <u>details</u> at the beginning of your story. In the beginning of your story, add specific details to tell <u>when and where</u> the story took place. For example, you could set the mood by describing how the setting looks, feels, sounds, or smells.

# **Revision Goal 2:** Give your story a creative ending.

1. <u>Underline</u> the end of your story. Add more details to your ending: Was the problem in your story solved? How did your character or characters resolve the conflict in your story? How do the characters feel at the end?

## **LITERARY**

# Organization

# **Revision Goal 1**: Write an effective introduction and conclusion.

- 1. Look at your introduction. Highlight the sentence that will grab your reader's attention in green. Make sure you have included the name of the author and the literary selection and underline it. Highlight your thesis, or controlling idea, in **teal**. If you do not have one, add one now.
- 2. Now, look at your conclusion. Your conclusion should bring all of your ideas together and restate your thesis, or controlling idea, in a new way. Highlight your thesis in orange. It may answer a question that was posed in the beginning of your essay. Highlight your thesis in **teal**. If you did not include it, add it now.

## Revision Goal 2: Write strong body paragraphs.

- 1. Transitional words help show how your ideas are related or connected. Highlight your transitions in orange. You should include transitions between paragraphs and between sentences.
- 2. Highlight your main ideas, or topic sentences, in maroon. Make sure your ideas are presented in a logical order.
- 3. Highlight the details in each paragraph in green. Do they make sense in the paragraph they are in or should they be moved to another paragraph? If the details are not about the topic sentence (the sentence you highlighted in maroon), you should move them.