

Writer's Handbook

Always begin each sentence with a capital letter and end each one with the correct end mark.

When writing a **telling sentence**, start with a capital letter and end with a period.

We rode the bus.

Spot likes to play.

Amy walked home.



When writing a question, begin with a capital letter and end with a question mark.

Did you ride the bus?

What does Spot like to play?

Did Amy walk home?

A sentence should always make sense. Complete sentences tell whom each sentence is about and what happened.

WHO?

The dog

My uncle

Amy

WHAT HAPPENED?

barked.

took me to the zoo.

went to school.

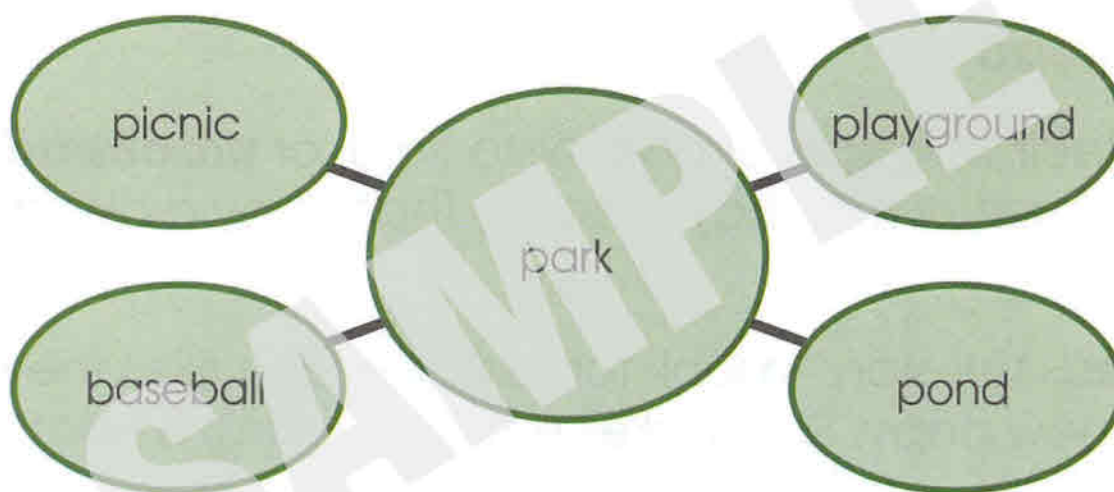
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Writers use five steps—prewrite, first draft, revise, proofread, publish.

Step 1: Prewrite

First, writers **prewrite**. They make a list of ideas they might like to write about. Then, they choose one idea from their list and put that idea in the center of a word web. This idea will be the **main idea**. Next, writers add lines to their word web to write **details**.

For example, Ava wants to write about a trip to the park, so she made the following word web.



Step 2: First Draft

Then, writers write a **first draft** using the information on their word web. They write a sentence for each detail.

Here is Ava's first draft.

I played on the slide. We threw the baseball. We watched ducks on the pond. We had a picnic.

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Step 3: Revise

Next, writers read over their first draft to see if they can make it better.

Ava decides to make some changes, or **revise** her first draft. She wants to add more information to her details and a title.

Fun at the Park

First, I played on the slide. Then We threw the baseball. We also watched ducks swim on the pond. We had a picnic.

Step 4: Proofread

Writers read their writing over one more time, or **proofread**. They look for any mistakes they may have made. Then, they make a neat, clean copy.

Ava proofreads her story to look for mistakes. She fixes the mistakes and writes a new copy. She makes sure her writing is neat.

Fun at the Park

First, I played on the slide. Then, we threw the baseball. We also watched ducks swim on the pond. Before leaving, we had a picnic.

Step 5: Publish

Finally, writers **publish** their writing. They can add pictures and make a book or poster to share with others. Ava made a book that she could read out loud.