Think Sheets or Checklists

This strategy has been used in the following ABLE lesson(s): Beginning With Writing - Writing Strategy http://mercury.educ.kent.edu/database/eureka/detail_lesson_general.cfm?LessonsID=84

Purpose:

To prompt learners to ask themselves the kinds of questions expert writers automatically ask themselves as they go through the writing process.

Materials:

Plan, Organize, Edit, and Revise Think Sheet

Procedures:

Use the checklist to work through questions during the writing process.

Name Topic	_ Date
Who am I writing for?	
Why am I writing this?	
What do I know? (brainstorm)	
How can I group my ideas?	
How will I organize my ideas?	
comparison/contrast	
explanation	
problem/solution	
time order	
other	

Name	Date
What is being explained	d?
In what order do things	happen?
First,	
Then,	
Then,	
Finally,	

Think Sheets or Checklists

continued

EDIT THINK SHEET	DIT THINK SHEET		
Name	Date		
	iting. ? (put a * by the parts I like best clear? (put a ? by unclear parts		
Question Yourself. Did Tell what was being Tell what things you Make the steps clea Use keywords? Make it interesting?	g explained? u need? ar?		
<i>Plan.</i> Look back What Write two or more que	parts do I want to change? stions for my editor.		
Talk. Talk to the editor	·		

EDITOR THINK SHEET

Read your writing with your editor. Then the editor should complete the editor page. Next meet and talk about your answers.

THINK SHEET for the editor the same as the student EDIT THINK SHEET, but filled out by a peer or teacher.

REVISE THINK SHEET

Name Date

What suggestions did the editor give? Put a check next to the suggestions you will use. How will you make your paper more interesting? Go back to your first paper and make your revisions.

Adapted from a strategy shared at an EFF Research Meeting.

Think Sheets or Checklists

continued

PLAN THINK SHEET	ORGANIZATION THINK SHEET	
Name Date Topic	Name Date	
Who am I writing for?	What is being explained?	
Why am I writing this?	In what order do things happen?	
What do I know? (brainstorm)	First,	
How can I group my ideas?	Then, Then, Finally,	
How will I organize my ideas? comparison/contrast explanation problem/solution time order other		
EDIT THINK SHEET	EDITOR THINK SHEET	
Name Date	Read your writing with your editor. Then the edi- tor should complete the editor page. Next meet and talk about your answers.	
Read. Reread your writing. What do I like best? (put a * by the parts I like best) What parts are not clear? (put a ? by unclear parts)	THINK SHEET for the editor the same as the student EDIT THINK SHEET , but filled out by a peer or teacher.	
Question Yourself. Did I	REVISE THINK SHEET	
Tell what was being explained? Tell what things you need?	Name Date	
Make the steps clear? Use keywords? Make it interesting?	What suggestions did the editor give? Put a check next to the suggestions you will use.	
<i>Plan.</i> Look back What parts do I want to change?	How will you make your paper more interesting?	
Write two or more questions for my editor.	Go back to your first paper and make your revisions.	