Writing with Purpose
Guide Checklist

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Teacher: _____ Learning Partner: _____

School: _____ Subject: _____

Date: _____ Topic: _____

STEP 1: Plan Purpose

- ☐ A purpose statement for the written product is provided.
- ☐ The purpose stretches beyond a single classroom assignment.
- ☐ The purpose statement includes what the written piece will do for readers (intended outcome).

Comments/Feedback:

STEP 2: Understand Audience

- ☐ The audience for the written product is named.
- ☐ The audience goes beyond or is different from the teacher and peers.
- ☐ The specific audience is outside of the school environment.
- ☐ The specific audience would need to read this work in order for it to achieve its purpose.
- ☐ The stated audience can be enlisted to review the writing as part of a revision process.

Comments/Feedback:

STEP 3: Review Models

- ☐ One or more models that are similar to the planned written product are identified.
- ☐ The model(s) identified will engage students in discussions of writers' choices of structure, conventions, tone, etc.
- ☐ The model(s) match the purpose of the planned written product.
- ☐ The model(s) match the audience of the planned written product.
- ☐ The model(s) match the form of the planned written product.

Comments/Feedback:

STEP 4: Ponder Model "Moves"

- ☐ 4-5 "moves" (or actions) that the writer of the model performed are listed in this section.
- ☐ The items provided can function as a checklist to check the planned written product once it is finished.
- ☐ The items provided include considerations for meeting the needs of a specific audience.

Comments/Feedback:

SIM
Strategic Instruction Model™

STEP 5: Organize Ideas

- ☐ A simple organizational plan is drafted in this section.
- ☐ The parts that need to be present in the beginning, middle, and end of the written product are noted.
- ☐ As applicable, an organizational structure for writing is identified.
- ☐ As applicable, additional organizational pre-writing tools are identified (e.g., graphic organizers)

Comments/Feedback:

STEP 6: Scribe Ideas

- ☐ The due date for the written product is noted.
- ☐ The time gap between the start of the guide and the due date is adequate for students to follow their organizational plan (Section 5) and the model moves checklist (Section 4) to write the piece and to check their work against the model moves checklist.

Comments/Feedback:

STEP 7: Evaluate Impact

- ☐ Notes are provided about Reader Feedback.
- ☐ The Reader is the intended audience or a stand-in for the intended audience.
- ☐ The Reader is someone other than the teacher and peers.
- ☐ The self-evaluation checklist is used.
- ☐ A reflective statement or next steps are provided.

Comments/Feedback:

Overall Comments/Feedback