Weekly Assignment

Informative Writing: Clear and Precise is the Goal

Much of the writing that we do in our everyday and professional lives is informational. We want that writing to be entertaining and engaging, but the primary goal is to be clear and precise. Each of the projects below is a fully developed writing assignment that will give your students a chance to do just that: give information that is easy to read and follow.

- **Primary:** Here's How You Do It!
- **Elementary:** Writing a Piece for a Classroom Time Capsule
- **Middle School:** Creating a Multimedia Presentation
- **High School:** End of Unit Reflection
- **Career and Technology (HS):** Advice from an Expert: A How-To Guide
Next to periods, commas are the most common form of punctuation in our writing. They have many uses—separating items in a series, joining independent clauses, signaling direct address, setting off sentence interrupters, and more. In the writing tasks above, your students will have multiple opportunities to use commas which in turn makes their ideas easy to access and follow.

Use the links below to get a PDF of basic comma rules from our *Check Mate: A Quick Reference Guide for Essential Conventions* for your grade level. Also, link to a Tip Sheet for your grade level. Tip Sheets, more subtle or advanced comma rules for your students’ level, come from our *Essential Conventions* Teacher Resource Guide.

**FCA Suggestion:** Make proper use of commas a Focus Correction Area (FCA) for this assignment since students have this resource guide! For grades 4-12, consider one of John Collins’s favorite FCAs: *n Commas Used Properly* (choose a challenging, but realistic, number of required commas). That will encourage students to write more varied, sophisticated sentences.

See you next week!