

## Writer's Reference Sheet

### Grade 11

#### Focusing

- Read the prompt and, if provided, the passage(s).
- Think about what the prompt is asking you to do.
- Think about key issues in the passage, if provided, that will help you fulfill the purpose of writing your response.

#### Pre-writing

- Think about your audience and purpose for writing.
- Use a pre-writing technique (e.g., brainstorming, webbing, drawing, outlining) to plan your response.
- Think of your thesis statement and supporting details.

#### Drafting

- Type your response in the text box provided.

#### Reviewing

- Reread your response to correct any errors that interfere with your ability to communicate your ideas to the audience.

If I am writing an **argument**, did I

- introduce a claim?
- acknowledge and distinguish the claim from counterclaims (alternate or opposing claims)?
- anticipate audience's knowledge and concerns?
- provide relevant background information from the reading passage (if a passage is provided)?
- maintain a clear focus?
- support claims with logical reasoning and relevant evidence (facts, details and examples)?
- use words and phrases to clarify the relationship among claims, counterclaims, reasons, and evidence?