



## 1.16: Editing and Publishing (continued from 1.14 and 1.15)

### Prerequisite Skills and Knowledge

- ∞ Students need to be able to open a saved document and print when the document has been edited. This is a good lesson to review the steps for printing.

### Time Required

- ∞ Mini-lesson and guided practice: 15-20 minutes

### Materials

- ∞ Word document prepared in Lesson 14 (short autobiography). Today's version should have some periods and capital letters missing.

### Intended Learning

- ∞ Students edit, revise and publish an "About the Author" document including their own picture and a short autobiography.

### District Technology Standards Produces Quality Work

- ∞ Edits, revises and publishes work using a word processor..
- ∞ Uses correct spacing, capitalization, punctuation.
- ∞ Creates a word processing document for a variety of purposes (e.g., report, letter writing, fiction, poetry).

### Big Ideas from Literacy Guide - Unit 5 Reading and Writing

- ∞ Use details, photos, pictures, diagrams, and other graphics to enhance information.
- ∞ View themselves as authors and members of a diverse community of readers and writers.

### Mini-Lesson

#### Connection - preparing students' thinking

- Remind students of their work in Lessons 14 and 15. They are making an "about the author" document that could be used as the back cover of one of their own books. Remind the students that when we publish a document, we have to edit and revise it first to be sure it is the best it can be.

#### Teaching - Mini Lesson

With the students seated on the floor looking at a demonstration screen, have the students give you directions for opening your saved autobiography from the previous lesson. Then model editing for periods. Read the document out loud only stopping where there is a period. Ask the students to tell you what is wrong. Revise the document putting periods in the correct place.

#### Active Engagement - Guided Practice -

### Notes

Ask students to look at the document for capital letters. Have them share with a partner where they think capital letters belong. Have the students share out and revise the document by placing capital letters in the places needed. Ask students to tell you how to print your document as a review for the class. Let students know that they can only print today AFTER they edit and revise. They need to have a partner check their document before they print.

**Link** Students should open their own document and edit and revise for capital letters and periods.

### Independent Practice

#### Teacher

- ∞ Monitor students, assisting with students who need help.
- ∞ Progress monitor the work of the students using a class list.

#### Students

- ∞ Edit and revise their documents for periods and capital letters.
- ∞ Have their document checked by a partner, then print the document.

### Sharing/Closure

- ∞ Ask students to share their document with a partner.

### Assessment

- ∞ Students could be assessed for produces quality work today. A proficient student (3) would print a document with fewer than 3 mistakes in capital letters and periods. The document would include their digital photograph and mostly match conventional writing.