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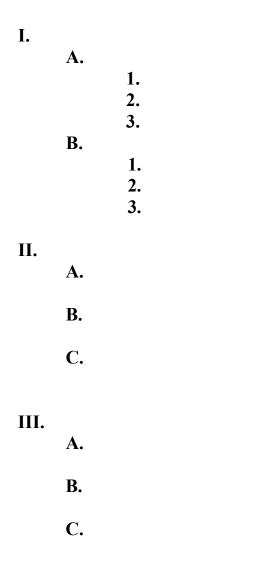
Outlines serve as a prewriting, organization tool. Outlines may be as simple or as complex as you wish to make them. The more detail an outline contains, the better a prewriting tool it becomes.

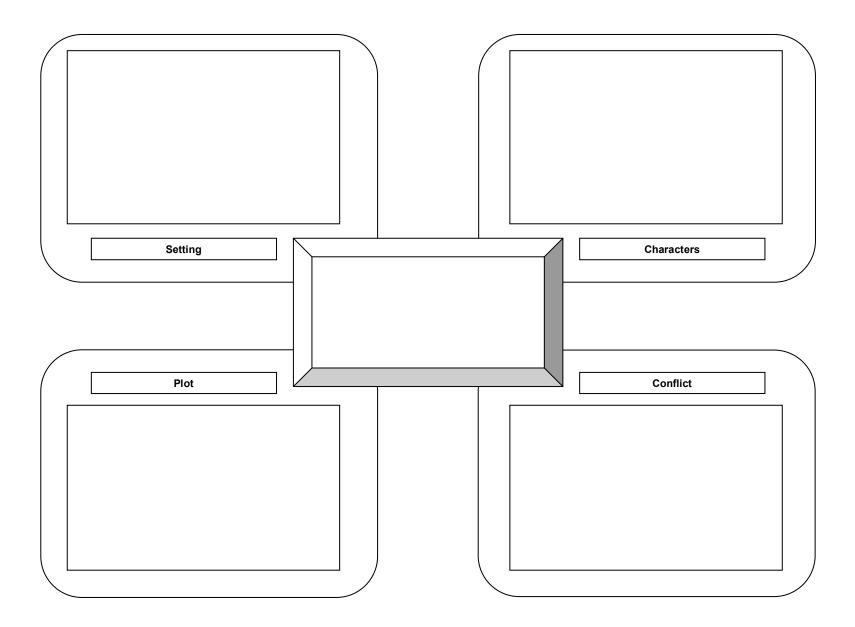
## I. Types of Elephants

- A. African
  - 1. Largest living land mammal
  - 2. Two fingers at the tip of its trunk
  - 3. Make a wide range of sounds

### **B.** Asian

- 1. Smaller than African elephants
- 2. Some are held in captivity as work animals
- **II.** Parts of an Elephant
  - A. Trunk
  - **B.** Large ears
  - C. Large body
  - D. Big, sturdy legs
  - E. Tail
- **III.** What Elephants Eat
  - A. Plants
  - **B.** Leaves
  - C. Grass
  - **D.** Tree bark





#### Unit 4, Activity 11, Peer Editing Checklist

Name of Author:\_\_\_\_\_

Name of Peer Editor:\_\_\_\_\_

Peer Editing Checklist					
	Work on these	Looks Good	Great Job!!		
	areas				
Writing has an introduction, body, and conclusion.					
Spelling and grammar are correct.					
Mechanics (punctuation and					
capitalization) are correct.					
Sentences are well-written without					
fragments or run-ons.					
Handwriting is neat and legible.					
Writing meets assignment					
requirements.					
Paragraphs have topic sentences.					
Information selected is interesting.					

I recommend that you:

#### Unit 4, Activity 12, Sample Persuasive Letter

Position: Person from surrounding area

456 42<sup>nd</sup> Street New Haven, Louisiana 72224 February 10, 2008

Dear Factory Owner,

I am a third grader in New Haven, Louisiana. My family lives near your factory. I am writing because I am concerned about some problems with pollution. Your factory employs many people from where I live. My uncle and grandpa work there. I would like to share with you what I have learned about pollution in hopes that you will find ways to cut down on the pollution your factory emits.

I know the factory creates many jobs and makes good things for people. However, the factory emits a lot of black smoke and pollutants into our atmosphere. I am worried because my family and others breathe in the pollution. Do you have family members who live near the factory?

My class has been studying the effects of pollution from factories and other places. I am enjoying learning about these topics in science. I want to ask you to help keep our air clean. My teacher told us there are ways for factories like yours to help keep the atmosphere pollution free. She said it costs money, but it is worth the cost. I hope you are doing everything you can to keep our town clean. I want my family to be healthy, and I know you would want yours to breathe fresh air, too.

Please work to be sure we have no pollution. I know my family will appreciate it and others will, too. I appreciate your taking time to read my letter. I look forward to learning more about pollution in science. Please write back to let me know how you feel about my letter.

> Sincerely, John

<b>Oral Presentation Rubric</b>				
Guidelines	Score			
Introduction Captures the reader's attention Clearly states the topic Speaker speaks clearly	1 2 3 1 2 3 1 2 3			
<b>Topic Discussion</b> Provides a general explanation of what the topic is about Includes main points or guiding questions for points of discussion Speaker speaks clearly	1 2 3 1 2 3 1 2 3			
Visual Aids/Props Supports the topic and makes sense Labeled clearly, listeners know how it relates to the topic of discussion Used in correct sequence	1 2 3 1 2 3 1 2 3			
<b>Conclusion/Reflection</b> Presenter explains why the topic was chosen Presenter explains what was learned by the research Presenter leaves audience with a clear ending	1 2 3 1 2 3 1 2 3			

# Unit 4, Activity 12, Letter Writing Rubric

 Name\_\_\_\_\_
 Date\_\_\_\_\_
 Letter Writing Rubric

 Total Points\_\_\_\_\_
 Date\_\_\_\_\_
 Letter Writing Rubric

CATEGORY	4	3	2	1
Greeting and Closing	Greeting and closing have no errors in capitalization and punctuation.	Greeting and closing have 1-2 errors in capitalization and punctuation.	Greeting and closing have 3 or more errors in capitalization and punctuation.	Greeting and/or closing are missing.
Format	Complies with all the requirements for a friendly letter.	Complies with almost all the requirements for a friendly letter.	Complies with several of the requirements for a friendly letter.	Complies with less than 75% of the requirements for a friendly letter.
Grammar & spelling (conventions)	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.
Sentences & Paragraphs	Sentences and paragraphs are complete, well-constructed and of varied structure. I have included questions and statements directly related to the authors work.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well. I have included questions and statements directly related to the authors work.		Many sentence fragments or run-on sentences OR paragraphing needs lots of work. I have included little or no information related to the authors work.
Neatness	Letter is typed or hand-written, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with pride.	Letter is neatly hand-written, clean, not wrinkled, and is easy to read with no distracting error corrections. It was done with care.		Letter is hand-written messily and looks like it has been shoved in a pocket or locker. It may have several distracting error corrections. It looks like it was done in a hurry or stored improperly.