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JOT IT DOWN!

WEEK IN FOCUS PLANNER & WRITING SKILLS TRACKER

INTRODUCTION

Type A parents who want to plan and Type B parents who want to track and Type C parents who just want some help—we've got you!

Now it's even easier to use our Jot It Down! program.

Introducing: the Week in Focus Planner and the Writing Skills Tracker for each project in Jot It Down!

- Ten printable planning sheets
- Ten printable skills trackers
- Customized to each project—20 pages in all

They are flexible enough to help you:

- plan ahead
- plan from behind
- track growth
- reassure yourself of progress
- craft end-of-year evaluations

Read on for details!

TIP

Even if your child does not complete a project, skills develop in the attempt. Track them! Celebrate. You may not tick every box. That's okay. We've made it easy to save some skills for later.

JOT IT DOWN!
WEEK IN FOCUS
 1 2 3 4

PROJECT: **BODY ART**

DATES: _____

CHILDREN: _____

PLANNING

KEY: Save for Later In Progress Done

Brave Writer Lifestyle

Poetry Teatime

Movie

Nature

Art

Music

Oral Practices

Recitation

Memorization

Word Play

Narration

Story-Telling

One-on-One Time

Writing Project

Read description

Gather materials

Butcher paper

Print materials with words and images

Stickers, markers, etc. (page 70)

Interview child (pages 70–71)

Record answers

Trace/cut out body Decorate body

Read (SAY) words together Hang on doorway

DAILY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

WEEKEND



JOT IT DOWN!
SKILLS TRACKER

PROJECT 4:
ANIMAL MINI-BOOK

BASE WRITING SKILLS

Topic: Which animal?

.....

Research: Books/Films/Websites

.....

.....

Content: *Select*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Photocopy | <input checked="" type="checkbox"/> Handwrite |
| <input checked="" type="checkbox"/> Print | <input checked="" type="checkbox"/> Draw |

Revision: Arrange book

- | | |
|--|--|
| <input checked="" type="checkbox"/> Sequence items | <input checked="" type="checkbox"/> Design cover |
| <input checked="" type="checkbox"/> Add author bio | |

Publish: Bind into book

- | |
|--|
| <input checked="" type="checkbox"/> Choose binding |
| <input checked="" type="checkbox"/> Read to child |
| <input checked="" type="checkbox"/> Read to audience |

SKILLS WORD BANK

research fiction non-fiction quotations
 paraphrase poem facts statistics experience
 anecdote story website online search
 credible source humor illustration diagram
 sequencing element of surprise author biography
 graphics expert opinion

SPECIFIC SKILLS

- | | |
|--|-------------------------------------|
| Read diverse sources | <input checked="" type="checkbox"/> |
| Research | <input checked="" type="checkbox"/> |
| Online search | <input checked="" type="checkbox"/> |
| Read graphs and diagrams | <input checked="" type="checkbox"/> |
| Understand facts and statistics | <input checked="" type="checkbox"/> |
| Anecdote (reported stories) | <input checked="" type="checkbox"/> |
| Select a poem that fits tone of project | <input checked="" type="checkbox"/> |
| Identify experts, cite an opinion | <input checked="" type="checkbox"/> |
| Differentiate sources | <input checked="" type="checkbox"/> |
| Identify fact versus fiction | <input checked="" type="checkbox"/> |
| Revise sequence for powerful arrangement | <input checked="" type="checkbox"/> |
| Apply skillful edits | <input checked="" type="checkbox"/> |
| Pick an audience; share | <input checked="" type="checkbox"/> |

WRITE YOUR OWN NARRATIVE

Use the tracker and word bank (left) to write a brief description of what your children learned during this writing project.

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