



procedures & routines

WRITING WORKSHOP



meeting area

- HOW WILL STUDENTS COME TO THE MEETING AREA? CALLED BY GROUP, STUDENT, OR ALL AT THE SAME TIME?
- WHAT WILL THEY NEED TO BRING?
- HOW WILL YOU TELL STUDENTS WHAT THEY NEED TO BRING? ORALLY OR PICTURES?
- WHERE WILL THEY SIT? BY A PARTNER?
- WHAT NOISE LEVEL WILL STUDENTS USE AT THE MEETING AREA?

mini lesson

- WHAT WILL STUDENTS DO IF THEY HAVE A QUESTION?
- HOW WILL YOU CALL ON STUDENTS? RAISED HAND? RANDOMLY?
- HOW WILL STUDENTS PARTICIPATE IN THE LESSON?
- WILL STUDENTS NEED SPECIFIC MATERIALS?
- HOW WILL STUDENTS ENGAGE IN THE LESSON?
- WILL YOU HAVE A HELPER TO HELP GATHER MATERIALS FOR YOU?

independent writing

- WHAT WILL STUDENTS DO RIGHT AFTER LEAVING THE MEETING AREA?
- HOW WILL THEY BE EXCUSED?
- WILL THEY GET TO CHOOSE WHERE THEY SIT?
- HOW DO THEY CHOOSE A WRITING SPOT?
- IS THERE A LIMIT TO THE NUMBER OF STUDENTS AT ONE SPOT?
- HOW WILL THEY INTERACT WITH THEIR WRITING PARTNERS?
- WHAT WILL THEY DO IF THEY NEED MATERIALS?
- IS THERE A LIMIT TO THE NUMBER OF WRITING MATERIALS THEY CAN GET?
- DO STUDENTS GET TO KEEP MATERIALS IN THEIR DESKS OR DO THEY NEED TO BE RETURNED?
- WILL YOU NEED TO REVIEW HOW TO CARE FOR THE MATERIALS?
- WILL YOU SET A TIMER?

small groups & conferring

- WHERE WILL YOU MEET?
- WHAT WILL STUDENTS BRING?
- WILL YOU HAVE STUDENTS MAKE GOALS AND STORE THEM SOMEWHERE?
- WHAT SHOULD THEY DO AS SOON AS THEY SIT DOWN WITH YOU?
- WHAT SHOULD STUDENTS DO IF YOU NEED TO WALK AWAY FOR A MOMENT?
- HOW WILL INDEPENDENT WRITING STUDENTS COMMUNICATE WITH YOU IF THEY NEED SOMETHING?
- WILL YOU TAKE NOTES FOR YOURSELF DURING THIS TIME AND WHERE WILL YOU STORE THEM?



share

- HOW WILL YOU DECIDE WHO SHARES?
DO THE STUDENTS UNDERSTAND THIS?
- BEFORE SHARING THEIR WORK, WHAT WILL THE STUDENTS DO?
- HOW WILL OTHER STUDENTS GIVE FEEDBACK TO THEIR CLASSMATES?
- WILL STUDENTS SHARE FROM THEIR SEAT, IN FRONT OF THE CLASS, OR THEIR CHOICE?
- WHAT SHOULD THE OTHER STUDENTS BE DOING WHILE ANOTHER STUDENT IS SHARING?
- IF STUDENTS ARE SHARING WITH A PARTNER, WHO WILL SHARE FIRST?
- FOR PARTNERSHIPS, HOW ARE THE STUDENTS SITTING? SIDE BY SIDE? AT THEIR DESKS?
- HOW WILL PARTNERSHIPS SHOW THEY ARE LISTENING TO ONE ANOTHER?
- WHAT SHOULD STUDENTS DO AFTER A CLASSMATE SHARES?

clean up

- WHERE DOES FINISHED WRITING GO?
- WHERE DOES WORK THAT IS STILL BEING WORKED ON GO?
- IF STUDENTS ARE USING FOLDERS, HOW DO YOU MAKE SURE THE FOLDERS ARE ORGANIZED?
- WHO IS RESPONSIBLE FOR MAKING SURE THE WRITING MATERIALS ARE PUT AWAY NICELY?
- WILL YOU HAVE A HELPER SHARPEN PENCILS?
- DOES EACH STUDENT OR GROUP HAVE THEIR OWN WRITING MATERIALS? DOES THE WHOLE CLASS SHARE?