

Monthly Model Writing Process Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
Read texts of various genres. Write reader response log.	Share ideas from reader response logs. Respond to writing prompt and make idea list.	Brainstorm using one of many graphic organizer types	Read and write poetry.	Share poetry using “Poet’s Chair” technique.
Review graphic organizers. Create a collaborative organizer.	Write first draft: “Sloppy Copy”	Write letters to a friend.	Write in dialogue journals.	Revise first draft of essay.
Peer-Revising Session (using checklists)	Revise essay according to peer’s revision suggestions.	Conduct and write up an interview with a family member, teacher, or friend.	Publish/Display interviews.	Share essays using Author’s Chair technique.
Revise essays based on comments from Author’s Chair session.	Write science experiment hypotheses and conclusions.	Self- or peer-edit (using common error checklists) most recent draft of essay.	Submit revised essay for teacher review. Review essays on overhead projector.	Practice timed essay writing.

Please note: This is only a model. Your classroom may need more time on each essay. If you think your class needs less time for each essay, be sure that they have gone through all of the steps of the writing process. Each step should be clearly identified and should generally be approached as discrete steps.

Keep in mind that your students may also require multiple opportunities for revising. Therefore, you will need to add in more days for revising successive drafts. You may also need to include additional days for editing, or proofreading. (Consequently, your “calendar” may include two or more additional weeks for task completion.) Final documents should be corrected for those grammatical errors identified by the classroom teacher as necessary corrections for the specific piece of writing. (Published pieces need not be perfect; they need only be appropriately corrected for the students’ age and grade level.) Remember to separate periods of continuing work in revising and editing with other writing tasks.

This model calendar does not show the final step of the writing process: publication. Once the essay has been revised for content and proofread for grammar, punctuation, spelling, and word choice, a final copy should be prepared. Published copies may be celebrated with “public” readings and/or presentation showcases.