

# Organizing Writing for Task and Purpose

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score: \_\_\_\_\_ / 10



## Quick Review

Strong writing FITS its task. An opinion piece sounds different from a story, and a story sounds different from a how-to. Plan your writing before you start: who is it for, what kind is it, and how will it be organized?

## PRACTICE

Match the writing task to the best structure or style.

1. You are writing a piece to convince your principal to add a school garden. What KIND of writing is this?
  - A. a story
  - B. an opinion piece
  - C. an informative report
  - D. a how-to article
2. You are writing a piece that teaches readers facts about the moon. What KIND of writing is this?
  - A. a personal narrative
  - B. an opinion piece
  - C. an informative piece
  - D. a fairy tale
3. You are telling about a funny day at the park. What KIND of writing is this?
  - A. a narrative
  - B. a science article
  - C. an opinion piece
  - D. a recipe
4. An informative piece is usually organized by —
  - A. the order events happened.
  - B. facts grouped by topic, with examples.
  - C. opinion first, then reasons.
  - D. rhymes and verses.



5. A NARRATIVE is usually organized by —
  - A. a list of facts and definitions.
  - B. the order the events happen (beginning, middle, end).
  - C. opinion and reasons.
  - D. questions and answers.
6. When the AUDIENCE is younger kids (kindergarten), a writer should —
  - A. use the longest, hardest words possible.
  - B. use simple words and short sentences.
  - C. write only in code.
  - D. skip pictures and details.
7. Which planning step comes FIRST?
  - A. Write the closing sentence.
  - B. Decide your topic, purpose, and audience.
  - C. Pick out colored pencils.
  - D. Count the words in your draft.
8. Which piece of writing would BEST suit a school newspaper article about a new program?
  - A. a tall tale
  - B. a short narrative
  - C. an informative article with facts and quotes
  - D. a personal letter to a friend
9. Which is a SIGN that your writing matches its task?
  - A. You used many spelling mistakes.
  - B. Your sentences and details fit the kind of writing you chose.
  - C. You wrote in lots of different colors.
  - D. You skipped the closing sentence.
10. Pick ONE task: (a) convince your class to read more, (b) teach a friend how to plant a seed, or (c) tell about your best birthday. Write one sentence that shows the KIND of writing you would do for it.  
  
\_\_\_\_\_



## Answer Keys

<p>1 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>2 <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D</p> <p>3 <input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>4 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>5 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p>	<p>6 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>7 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>8 <input type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D</p> <p>9 <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D</p> <p>10 <input type="text" value="See below"/></p>
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Explanations	
<b>1. B</b>	Convincing = opinion. A is fiction; C teaches; D shows steps.
<b>2. C</b>	Teaching facts = informative. The others are narrative or opinion.
<b>3. A</b>	Telling a personal story = narrative. The others teach or convince.
<b>4. B</b>	Informative writing groups related facts. A fits narrative; C fits opinion; D fits poetry.
<b>5. B</b>	Narratives follow time order. A fits informative; C fits opinion; D fits an interview.
<b>6. B</b>	Match style to audience. The others won't work for young readers.
<b>7. B</b>	Plan first: who, what, why. The others come later or are not planning steps.
<b>8. C</b>	School newspaper articles inform with facts. A is fiction; B is a story; D is private.
<b>9. B</b>	Fit between style and task is the key. The others either hurt the writing or are surface details.
<b>10.</b>	<b>Answer:</b> Examples: (a) "I would write an opinion piece because I want to convince." (b) "I would write a how-to/informative piece with steps." (c) "I would write a narrative because I am telling a story." Accept any answer that matches the task to the right writing kind.



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