

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.



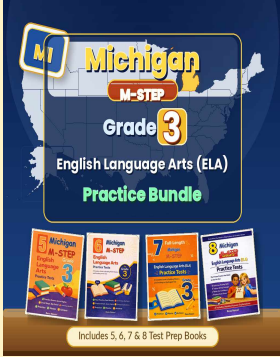
Answer Keys

<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>
---	--

Explanations	
1. B	Convincing = opinion. A is fiction; C teaches; D shows steps.
2. C	Teaching facts = informative. The others are narrative or opinion.
3. A	Telling a personal story = narrative. The others teach or convince.
4. B	Informative writing groups related facts. A fits narrative; C fits opinion; D fits poetry.
5. B	Narratives follow time order. A fits informative; C fits opinion; D fits an interview.
6. B	Match style to audience. The others won't work for young readers.
7. B	Plan first: who, what, why. The others come later or are not planning steps.
8. C	School newspaper articles inform with facts. A is fiction; B is a story; D is private.
9. B	Fit between style and task is the key. The others either hurt the writing or are surface details.
10.	Answer: 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.



Want Even More Practice? Check Out Our Other Michigan M-STEP ELA Test Books!




Includes 5, 6, 7 & 8 Test Prep Books

Michigan M-STEP Grade 3 ELA Preparation Bundle

26 full-length practice tests across four books (5 + 6 + 7 + 8)

No repeated questions — maximum practice value!

▼ DOWNLOAD INSTANTLY ▼



SCAN ME

Point your phone camera at the code · instant access to all four books

26 Tests! 4 Books One Bundle

Important: All our test books contain **unique, completely different tests** from each other! Each book offers fresh practice questions — no repeats!

<h4>5 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 5 complete practice tests with detailed explanations ✓ Perfect foundation for M-STEP ELA prep ✓ Builds confidence and test-taking skills ✓ High-quality questions aligned with standards <p>Start your practice journey!</p>	<h4>6 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 6 complete practice tests with detailed explanations ✓ Unique tests — different from the 5 tests book ✓ Perfect for more practice after mastering 5 tests ✓ Same high-quality questions aligned with standards <p>Take your practice to the next level!</p>	<h4>7 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 7 complete practice tests for deeper preparation ✓ Unique tests — different from 5 and 6 tests books ✓ Builds stamina with full-length practice ✓ Aligned to Grade 3 M-STEP ELA standards <p>Maximum preparation power!</p>	<h4>8 Practice Tests</h4> <ul style="list-style-type: none"> ✓ 8 complete practice tests — our largest book ✓ Unique tests — different from 5, 6 and 7 books ✓ Great for final review before test day ✓ Builds true test stamina and confidence <p>Be fully prepared!</p>
--	--	--	---

Get the bundle at [EffortlessMath.com](https://www.EffortlessMath.com) — scan the QR code above to open the product page.