

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

- 1 A B C D
- 2 A B C D
- 3 A B C D
- 4 A B C D
- 5 A B C D

- 6 A B C D
- 7 A B C D
- 8 A B C D
- 9 A B C D
- 10

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.



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