

**2.0 Writing Applications and Genres** – Students write for a variety of purposes and audiences combining strategies of narration, exposition, persuasion, and description. They use techniques that give their writing power and impact.

**2.3 Write technical/business text (p):**

<b>Technical/Business Writing Progression K-5</b>	
Kindergarten	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dictate and/or write notes, cards, letters.</li> <li><input type="checkbox"/> Place pictures in sequential order.</li> </ul>
First Grade	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use a frame to write a friendly letters with return address, greeting, body, closing, and signature.</li> <li><input type="checkbox"/> Begin to write directions in two to three steps.</li> </ul>
Second Grade	<ul style="list-style-type: none"> <li><input type="checkbox"/> Write friendly letters, notes, and invitations (p/c).*</li> <li><input type="checkbox"/> Include the date, salutation, body, closing, and signature (c/s).</li> <li><input type="checkbox"/> Begin to address envelopes (p).</li> <li><input type="checkbox"/> Begin to complete simple forms with name, address, phone number, etc. (p).</li> </ul>
Third Grade	<ul style="list-style-type: none"> <li><input type="checkbox"/> Write personal and formal letters, thank you notes, and invitations (p/c) that consider the audience, purpose, and context (c).*</li> <li><input type="checkbox"/> Include the date, proper salutation, body, closing, and signature (p/c/s).</li> <li><input type="checkbox"/> Address envelopes (p).</li> <li><input type="checkbox"/> Complete simple forms with name, address, phone number, birth date, etc. (p).</li> </ul>
Fourth Grade	<ul style="list-style-type: none"> <li><input type="checkbox"/> Write friendly letters, notes, and invitations using an appropriate tone (polite, angry, sincere, whining etc.)</li> <li><input type="checkbox"/> Address envelopes.</li> <li><input type="checkbox"/> Write steps to complete a simple task in sequential order.</li> <li><input type="checkbox"/> Complete forms (e.g., school applications, activity registrations, tests, surveys).</li> </ul>
Fifth Grade	<ul style="list-style-type: none"> <li><input type="checkbox"/> Write business letters, ordering the return address, inside address, salutation, body, and closing.</li> <li><input type="checkbox"/> Address envelopes.</li> <li><input type="checkbox"/> Write steps to complete a task in sequential order.</li> <li><input type="checkbox"/> Complete forms (e.g., school applications, activity registrations, tests, surveys).</li> </ul>

\*Core Writing Piece