

# Using the **Writing Standards *in Action*** Documents

## Each grade-specific writing sample includes:

1. Cover Sheet (1 page)
  - Provides grade level, Framework/Content Standards addressed, text type, and writing sample title
2. Background Information (2 or more pages)
  - Basic instructions for *Understanding the Standards-Based Commentary*
  - Information about the writing sample
  - List of the main standards addressed
3. Writing Sample (several pages)
  - Left column:
    - Student work sample with Begin/End markers indicating example sections described in the commentary
  - Right column:
    - Standards-based commentary describing each marked example and the relevant standard

## Each writing sample is available in two file formats:

- .pdf Files open with free Adobe Acrobat Reader utility ([adobe.com/reader](http://adobe.com/reader))
- .docx Files open with Microsoft Word

PDF files are recommended for viewing and printing the writing samples (in either color or greyscale). The material is also provided in Word format as an alternative for access by assistive technologies.

## PDF files offer these options for navigating through the document:

1. Go to a specific page by clicking on a numbered page thumbnail in the “Pages’ panel at the left of the document.
2. Internal links in the document may be used to move between certain items:
  - To locate active links, click anywhere in the document to activate the ‘cursor’ tool (appears as a vertical line)
  - When the cursor is moved over an active link in the document the ‘hand’ tool should appear
  - Click on an active link indicated by the ‘hand’ tool to navigate to related information
3. Look for these internal links:

LETTER BLOCKS      Where: List of main standards addressed, Standards-Based Commentary

**A**

Main standards addressed in the writing sample are described in the Background Information section. Colored ‘letter blocks’ below each standard link to corresponding areas in the Standards-Based Commentary (right column of the writing sample pages.)

Each standard referenced in the commentary is marked with a ‘letter block.’ Links on these blocks offer navigation to the main standards list in the Background Information section.

RIGHT ARROW BLOCKS      Where: In the writing sample text at the beginning of marked sections

**A1**

Each ‘right arrow’ block (begin section marker) in the writing sample offers a link to the point in the right column where the example is described; the specific standard the section illustrates is also listed.

NUMBERED EXAMPLES      Where: To the right of ‘right arrow’ blocks in the right (commentary) column

1 · 2 · 3

The corresponding ‘right arrow’ blocks in the right column are followed by a set of numbers showing how many similar examples appear in the writing sample. Each number links to a different marked section in the text. (To return to the example description, click on the right arrow block marking the beginning of the section.)

4. Links at the bottom left of each page lead to the **Writing Standards *in Action*** project on the ESE website.