Writing and Encoding

PRINCETON PUBLIC SCHOOLS

What are Writing and Encoding?

Writing is using letters, punctuation, and spaces to share thoughts in a way others can read. **Encoding** is spelling words by matching sounds to letters. Students use what they know about phonics to write the words they hear.

Why is Writing Important?

Writing helps students express their ideas. It also strengthens thinking! When children write, they remember information better, connect ideas, and learn in deeper ways. Writing shows us what students understand and what to work on next.

The Writing Process

Think | **Share** | **Sketch** | **Write** | **Revise** | **Edit** | **Publish**

Writing Skills By Grade

Kindergarten

- Write their first and last name
- Form uppercase and lowercase letters correctly
- Sit with good posture and pencil grip
- Use spaces, capital letters, and punctuation to write a complete sentence
- Share ideas with drawings and words
- Pictures match words
- Write simple words and sentences using sounds they hear

First Grade

- Form letters quickly and correctly
- Write complete sentences with punctuation and phonetic spelling
- Plan, draft, and revise writing
- Share opinions, retell events, and write to inform
- Express ideas in multiple related sentences
- Sentences explain the drawings

Second Grade

- Use correct spelling, grammar, and sentence structure
- Revise their own work and help peers improve writing
- Plan, draft, revise, edit, and publish writing
- Write to share ideas clearly and thoughtfully
- Use simple, expanded, and complex sentences across different types of writing
- Write a complete paragraph

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Third Grade

- Use correct punctuation, spelling, capitalization, and grammar in writing.
- Apply grade-level spelling patterns to spell multi-syllabic words and high-frequency words.
- Accurately compose simple and compound sentences to generate a paragraph.
- Write for a variety of purposes.
- Plan, draft, revise, edit, and publish writing, with support from peers and educators.
- Plan and conduct research to build an understanding of a topic.
- Use and cite two or more sources on a topic, both quoting and summarizing sources, avoiding plagiarism.

Fourth Grade

- Use correct punctuation, spelling, capitalization, and grammar in writing.
- Apply grade-level spelling patterns to spell words with Anglo-Saxon word origin.
- Accurately compose simple, compound and complex sentences to generate a paragraph.
- Write multiple paragraphs to inform, explain, argue, or persuade
- Plan and conduct independent research to build understanding of a topic; evaluate perspective & credibility.
- Use and cite a variety of sources both quoting & summarizing to avoid plagiarism.

Fifth Grade

- Use correct punctuation, spelling, capitalization, and grammar in writing.
- Apply grade-level spelling patterns to spell words with French and Latin word origin.
- Accurately compose simple, compound and complex sentences.
- Write paragraphs with introductions and conclusions for a variety of purposes.
- Plan and conduct independent research to build and share knowledge of a topic.
- Collect information from a variety of sources and evaluate validity and credibility of information.
- Use and cite sources in different types of writing avoiding plagiarism.

How to Support Writing at Home

- **Encourage drawing and writing -** Even just a few words or a sentence at first!
- **Talk about their ideas before writing -** Ask: What do you want to say?
- **Write for real reasons -** Notes to family, grocery lists, stories, journal entries, thank-you cards.
- **Celebrate their writing -** Effort and ideas matter most! Correct spelling and punctuation after thoughts have been organized.
- **Let them see (and hear) you write -** Model sounding out words or fixing a sentence.
- **Keep writing supplies handy -** Paper, pencils, markers, and fun notebooks.