READING RECORD

Directions: On the Venn diagram below, record your reading of books by Avi within the designated category.
STEP 1
PLANNING

1. Why are you doing this? ________________________________

__________________________________________________________________

__________________________________________________________________

2. Who is the subject of your author study? __________________________

3. Create an organizing web about your author.

4. What are the main categories for your questions about the author?

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
STEP 2
GATHERING INFORMATION

1. What sources of information will you use?
   
   meet the author kit
   special books about authors
   encyclopedia
   information from author or publisher
   blurbs on the author’s books
   booklets or pamphlets
   Internet sites
   other sources

   Avi’s address is: 2205A Grove St. Boulder, Colorado USA 80302
   Avi’s Internet site is: http://www.avi-writer.com/

2. Describe your plan for gathering information.

   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________

STEP 3
PROCESSING THE INFORMATION
(Reading, viewing, listening, recording information, making notes)

1. How will you record your information?

   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
   _______________________________________________________________
CHECKPOINT #1
After you have organized your notes, show them to a teacher
STEP 4
ORGANIZING THE INFORMATION

1. Read over your notes again carefully.

2. Rewrite your notes, putting them into categories. For example, put all your notes about "childhood" into one group.

3. Use the categories to help you make an outline.

MY OUTLINE FOR _____________________________________________________

1. Major Heading ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. Major Heading ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________

3. Major Heading ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________

4. Major Heading ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________

5. Major Heading ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________

6. Major Heading ______________________________________________________
   _________________________________________________________________
   _________________________________________________________________

CHECKPOINT #2
Meet with a teacher when your outline is done.
STEP 5
CREATING NEW INFORMATION

1. Use your outline to write your first draft.

REMEMBER:
Try to open with a strong sentence.
Each new heading in your outline signals a new paragraph.

2. Read your first draft. Make any revisions you can.

CHECKPOINT #3
Have a meeting with your teacher to conference about your rough draft.

3. Write your second draft.
Make the changes you were shown from the first draft.

4. Read your second draft and make any improvements you notice.
Someone else may give you suggestions as well.

5. You should be ready for a final draft.

REMEMBER:
This should be your very best work. Be as neat as you can!

STEP 6
SHARING THE INFORMATION

1. How will you share your information?

2. Use this list as a guide to getting ready to share:
   • Read over your final copy.
   • Check for your name.
   • Did you include sources of information?
   • Could you answer questions about this author?
   • Colour your illustrations.
   • Prepare an attractive cover.
   • Is this your best work?