



**3**

# Common Core State Standards

**Standard:  
W.3.6**

**Grade 3**

**Made for teachers,  
by teachers.**

**Worksheets and Activities  
that teach every standard!**

# Common Core State Standards

With guidance and support from adults, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others.

# Publish it

## Directions:

With guidance and support from adults, use technology to produce and publish writing (using keyboarding skills) as well as to interact and collaborate with others

Type your final draft of your writing. Then, use the checklist to look back at your work before printing your polished piece! When you are ready to print have your teacher check the “Ready to Print” box!



Did you...

\_\_\_ Indent each paragraph

\_\_\_ Capitalize the beginning of each sentence

\_\_\_ Use punctuation at the end of each sentence

\_\_\_ Run spell-check

\_\_\_ Reread your writing to make sure that you didn't make any typing mistakes.

[www.CoreCommonStandards.com](http://www.CoreCommonStandards.com)

Ready  
to  
print

Did you...

\_\_\_ Indent each paragraph

\_\_\_ Capitalize the beginning of each sentence

\_\_\_ Use punctuation at the end of each sentence

\_\_\_ Run spell-check

\_\_\_ Reread your writing to make sure that you didn't make any typing mistakes.

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Ready  
to  
print

# Using Technology

**Directions:** Write a story. Use the computer to create and present your writing.

My topic is...

I am going to use a computer to create my story.

I want to add pictures to my story by using...

a. *digital camera*      b. *scanner*      c. *clipart*

I will share my writing by...

- a. *printing my story*
- b. *emailing it to my classmates*
- c. *presenting it using a projector*
- d. *creating a powerpoint presentation*
- e. *using a movie-making program*

## computer tools

spell check  
font  
word art

## online tools

thesaurus  
dictionary  
clipart  
animation

## writing checklist

prewriting	
drafting	
revising	
<i>word choice</i>	
<i>sentence structure</i>	
editing	
<i>punctuation</i>	
<i>capitalization</i>	
<i>spelling</i>	

## What I need to add/change/delete...

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## Using Digital Resources

**Directions:** Today, many people use digital tools to write. Use this checklist to record what digital skills each student can perform.

Digital Skill	Date	Success
Uses a mouse well. (Can double-click; move cursor to desired place; scroll if available.)		
Knows where all common characters are on keyboard.		
Knows how to use space bar; back space; delete; and return.		
Can log in and out of programs.		
Can change the font or size of font.		
Can add a graphic.		
Can drag and drop an item.		
Can copy/paste an item.		
Can save a file.		
Can print work.		
Can create a Powerpoint Presentation.		
Can locate information on the internet.		
Can send an email.		
Can attach a file to an email.		

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Directions: Use this checklist to record what digital skills you are able to perform.

## Assessment

Digital Skill	Date	Success
I can use a mouse well. (double-click; move cursor to desired place; scroll if available.)		
I know where all common characters are on the keyboard.		
I know how to use the space bar; back space; delete; and return.		
I can open and close different programs.		
I can change the font and size of the font.		
I can add a graphic to a document.		
I can drag and drop an item.		
I can copy/paste an item.		
I can save a file.		
I can print work.		
I can create a Powerpoint Presentation.		
I can locate information on the Internet.		
I can send an email.		
I can attach a file to an email.		