

Action Planning Form

Date:

Planning

Center for writing:

Describe how will you implement the practices to provide support

1. Write what children say - Think of ways you will be involved. Think of questions to ask that will prompt children to write or you can write for them. For example, if it's a restaurant, orders can be taken, menus can be created, "specials" can be advertised ,or the bill for the meal can be totaled.
2. Model writing - Think of ways you can model writing that are related to the center. For example if it's a mail center, model writing writing "to" and "from" addresses, letters or postcards, or stamps.
3. Encourage writing for varied purposes - Think about the different uses of print related to that center. For a block center, create labels for equipment, make a list of materials, write up plans for buildings, sign in and out of the center, or take inventory.
4. Point out print and sounds in children's writing (if they are at the end of Level 2 or beyond). Think about the conversation you'll have and consider their levels. For example, if it's a grocery store center, consider Level 3 beginning/salient sounds and/or beginning and initial sounds (soap, milk, meat, peppers, etc.).

How will you group the children? (eg. according to similar level):

How will you prepare? (e.g., gather print-rich props such as menus, clipboards with paper and pens)

Implementing

How will you implement ways to provide support in the moment? Consider the levels of the children you'll be working with in the center. Add any additional thoughts that weren't covered in the Planning section. Think about how best to respond to children depending on their levels. For example, Level 1 – Support and encourage interest in print, Level 2 – Point out individual/discrete written symbols can convey meaning, Level 3 – Support salient and beginning sounds, Level 4 – Support beginning and ending sounds.

Plan to review progress

How will you know if you achieved your goal?

Date to review plan and assess progress:

Reflect (after assessing progress, choose the description that fits best)

Date:

I successfully used this practice.

- How do you know it went well? (e.g., how did children respond?)

I am making progress using this practice, but I still need work on it.

- What did you learn from trying this practice?

- What would you do differently next time?

I need to revise my plan in order to successfully use this practice.

- How will you change your plan to try again? (e.g., include more preparation, consult your coach)