

(7) **Composition and Presentation:** Listening, Speaking, Reading and Writing using Multiple Texts. Students use the modes of writing/discourse and the writing process recursively to compose multiple texts that are meaningful and legible and use appropriate conventions. The student is expected to:

[The committee wants the committees to consider taking out of the word “Presentation” from the title of the strand 7.]

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	English I	English II	English III	English IV
<p>(A) plan by generating ideas for writing through class discussion;</p> <p>(B) develop drafts in oral, pictorial, or written form by organizing ideas;</p> <p>(C) revise drafts by adding details in pictures or words;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) speak and dictate in complete sentences;</p> <p>(ii) use past, present, and future verbs;</p> <p>(iii) use singular and plural nouns;</p> <p>(iv) use descriptive adjectives;</p> <p>(v) use subject pronouns, including I and me;</p> <p>(vi) capitalize the first letter in a sentence;</p> <p>(E) share writing with others;</p> <p>(F) use the elements of craft to advance the writer’s purpose when dictating and composing by:</p> <p>(i) developing an idea with specific details and relevance;</p> <p>(ii) organizing with structure;</p> <p>(iii) using intentional word choice ; and</p> <p>(iv) developing voice;</p> <p>(G) dictate or compose literary texts using genre characteristics and author’s craft, including personal narratives;</p> <p>(H) dictate or compose informational texts using genre characteristics and author’s craft; and</p> <p>(I) dictate or compose argumentative texts that</p>	<p>(A) plan a first draft by generating ideas for writing such as drawing and brainstorming;</p> <p>(B) develop drafts in oral, pictorial, or written form by organizing ideas;</p> <p>(C) revise drafts by adding or deleting words, phrases, or sentences;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) speak in complete sentences and ask questions with correct subject-verb agreement;</p> <p>(ii) use past, present, and future verbs;</p> <p>(iii) use singular, plural, common, proper nouns;</p> <p>(iv) use descriptive adjectives;</p> <p>(v) use adverbs that convey time;</p> <p>(vi) use prepositions and prepositional phrases;</p> <p>(vii) use subject pronouns, including I and me;</p> <p>(viii) use capitalization for the beginning of sentences, the pronoun “I” and names of people; and</p> <p>(ix) use punctuation marks at the end of declarative, exclamatory, and interrogative sentences;</p> <p>(E) publish and share writing with others;</p> <p>(F) use the elements of craft to advance the writer’s purpose when dictating and composing by:</p> <p>(i) developing an idea with specific details and relevance;</p>	<p>(A) plan a first draft by generating ideas for writing such as drawing and brainstorming;</p> <p>(B) develop drafts of varying lengths by organizing ideas into a focused piece of writing;</p> <p>(C) revise drafts by adding or deleting words, phrases, or sentences;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) use complete sentences with correct subject-verb agreement;</p> <p>(ii) use past, present, and future verbs;</p> <p>(iii) use singular/plural, common/proper nouns;</p> <p>(iv) use descriptive adjectives, including articles;</p> <p>(v) adverbs that convey time;</p> <p>(vi) use prepositions and prepositional phrases;</p> <p>(vii) use subject and object pronouns including he and him;</p> <p>(viii) distinguish between declarative and interrogative sentences;</p> <p>(ix) use capitalization for proper nouns, months and days of the week, and the salutation and closing of a letter;</p> <p>(x) use punctuation marks, including ending punctuation in sentences, apostrophes and contractions, and apostrophes and possessives; and</p> <p>(xi) use resources to find correct spellings;</p> <p>(E) publish and share writing with others;</p> <p>(F) use the elements of craft to advance the</p>	<p>(A) plan a first draft by selecting a genre for a particular topic, purpose, and audience using a range of strategies such as brainstorming, free writing, and mapping;</p> <p>(B) develop drafts of varying lengths by organizing ideas into a focused, structured, and coherent piece of writing;</p> <p>(C) revise drafts independently and collaboratively by adding, deleting, combining, and rearranging ideas for coherence and clarity;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) use complete simple and compound sentences with correct subject-verb agreement;</p> <p>(ii) use past, present, and future verb tenses properly;</p> <p>(iii) use singular, plural, common, and proper nouns;</p> <p>(iv) use descriptive adjectives, including their comparative and superlative forms;</p> <p>(v) use adverbs that convey time and manner;</p> <p>(vi) use prepositions and prepositional phrases to convey relationships and add detail;</p> <p>(vii) use possessive pronouns properly such as his, hers, and theirs;</p> <p>(viii) use coordinating conjunctions to form compound predicates, subjects, and sentences;</p> <p>(ix) use capitalization, for geographical names and places, historical periods, and official titles of people; and</p> <p>(x) use punctuation marks including</p>	<p>(A) plan a first draft by selecting a genre for a particular topic, purpose, and audience using a range of strategies such as brainstorming, free writing, and mapping;</p> <p>(B) develop drafts of varying lengths by organizing ideas into a focused, structured, and coherent piece of writing;</p> <p>(C) revise drafts independently and collaboratively by adding, deleting, combining, and rearranging ideas for coherence and clarity;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) use complete simple and compound sentences with correct subject-verb agreement;</p> <p>(ii) use irregular verbs;</p> <p>(iii) use singular, plural, common, and proper nouns;</p> <p>(iv) use descriptive adjectives, including their comparative and superlative forms;</p> <p>(v) use adverbs to convey frequency and intensity;</p> <p>(vi) use prepositions and prepositional phrases to convey location, time, and direction, or to provide details;</p> <p>(vii) use reflexive pronouns such as myself, ourselves, itself and yourself;</p> <p>(viii) use coordinating conjunctions to form compound predicates, subjects, and sentences;</p> <p>(x) use capitalization for historical events and documents, titles of books, stories and essays, languages,</p>	<p>(A) plan a first draft by selecting a genre for a particular topic, purpose, and audience using a range of strategies such as brainstorming, free writing, and mapping;</p> <p>(B) develop drafts of varying lengths by organizing ideas into a focused, structured, and coherent piece of writing;</p> <p>(C) revise drafts independently and collaboratively by adding, deleting, and compare-contrast, and building on ideas to create a focused, organized, and coherent piece of writing;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) use complete simple, complex, and compound sentences with correct subject-verb agreement;</p> <p>(ii) use irregular verbs and active voice;</p> <p>(iii) use collective nouns class and public;</p> <p>(iv) use descriptive adjectives including those indicating origin and their comparative and superlative forms;</p> <p>(v) use adverbs that convey frequency and intensity;</p> <p>(vi) use prepositions and prepositional phrases to convey location, time, direction, or to provide details;</p> <p>(vii) use indefinite pronouns including all, both, nothing, or anything;</p> <p>(viii) use coordinating conjunctions to form compound predicates, subjects, and sentences;</p>	<p>(A) plan a first draft by selecting a genre appropriate for conveying the intended meaning to an audience, determining appropriate topics through a range of strategies, such as discussion, background reading, personal interests, and interviews;</p> <p>(B) develop drafts by choosing an effective organizational strategy, such as sequence of events, cause-effect, and compare-contrast, and building on ideas to create a focused, organized, and coherent piece of writing;</p> <p>(C) revise drafts independently and collaboratively to ensure clarity, development, organization, style, word choice, and sentence fluency;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) sentence-combining techniques to write with variety;</p> <p>(ii) use commas in compound sentences and after transition words and introductory words and phrases;</p> <p>[iii-iv moved from M]</p> <p>(iii) parallel structure;</p> <p>(iv) consistent verb tenses;</p> <p>(v) subject-verb agreement;</p> <p>(vi)use appropriate pronouns for clarity;</p>	<p>(A) plan a first draft by selecting a genre appropriate for conveying the intended meaning to an audience, determining appropriate topics through a range of strategies such as discussion, background reading, personal interests, and interviews;</p> <p>(B) develop drafts by choosing an effective organizational strategy, such as sequence of events, cause-effect, and compare-contrast, and building on ideas to create a focused, organized, and coherent piece of writing;</p> <p>(C) revise drafts independently and collaboratively to ensure clarity, development, organization, style, word choice, and sentence fluency;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) sentence-combining techniques to write with variety;</p> <p>(ii) commas in appositive phrases, after transitions, and introductory words, phrases, and clauses;</p> <p>(iii) semicolons and colons when appropriate;</p> <p>[iv-x moved and broken out from O]</p> <p>(iv) parallel structure;</p> <p>(v) consistent verb tenses;</p> <p>(vi) subject-verb agreement;</p> <p>(vii) use prepositions and prepositional phrases and their influence on subject-verb agreement;</p> <p>(viii) use pronouns for clarity;</p>	<p>(A) plan a first draft by selecting a genre appropriate for conveying the intended meaning to an audience, determining appropriate topics through a range of strategies such as discussion, background reading, personal interests, and interviews;</p> <p>(B) develop drafts by choosing an effective organizational strategy, which builds on ideas to create a focused, organized, and coherent piece of writing in timed and open-ended situations;</p> <p>(C) revise drafts independently and collaboratively to ensure clarity, development, organization, style, word choice, and sentence fluency;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) sentence-combining techniques, effectively avoiding problematic splices, and sentence fragments;</p> <p>(ii) commas to set off absolute, gerund, infinitive, and participle phrases;</p> <p>(iii) semi-colons to indicate a relationship between closely related independent clauses;</p> <p>[moved from O and broken out into iv-vi]</p> <p>(iv) parallel structure;</p> <p>(v) dashes and colons;</p> <p>(vi) consistent and logical use of verb tense;</p> <p>(vii) appropriate use of active and passive voice;</p> <p>(viii) subject-verb agreement;</p> <p>(ix) pronoun-agreement;</p> <p>(x) apostrophes to show possession;</p>	<p>(A) plan a piece of writing appropriate for various purposes and audiences by generating ideas through a range of strategies such as brainstorming, journaling, reading, or discussing;</p> <p>(B) develop drafts of varying lengths choosing an effective organizational strategy, which builds on ideas to create a focused, organized, and coherent piece of writing in timed and open-ended situations;</p> <p>(C) revise drafts independently and collaboratively to ensure clarity, development, organization, style, word choice, and sentence fluency;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) sentence-combining techniques, effectively avoiding problematic splices, and sentence fragments;</p> <p>(ii) commas to set off absolute, gerund, infinitive, and participle phrases;</p> <p>(iii) semi-colons to indicate a relationship between closely related independent clauses;</p> <p>(iv) parallel structure;</p> <p>(v) dashes and colons;</p> <p>(vi) consistent and logical use of verb tense;</p> <p>(vii) appropriate use of active and passive voice;</p> <p>(viii) subject-verb agreement;</p> <p>(ix) pronoun-agreement;</p> <p>(x) apostrophes to show possession;</p>	<p>(A) plan a piece of writing appropriate for various purposes and audiences by generating ideas through a range of strategies such as brainstorming, journaling, reading, or discussing;</p> <p>(B) develop drafts of varying lengths choosing an effective organizational strategy, which builds on ideas to create a focused, organized, and coherent piece of writing in timed and open-ended situations;</p> <p>(C) revise drafts independently and collaboratively to ensure clarity, development, organization, style, word choice, and sentence fluency;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) sentence-combining techniques, effectively avoiding problematic splices, and sentence fragments;</p> <p>(ii) commas to set off absolute, gerund, infinitive, and participle phrases;</p> <p>(iii) semi-colons to indicate a relationship between closely related independent clauses;</p> <p>(iv) parallel structure;</p> <p>(v) dashes, colons, parentheses, brackets, and ellipsis;</p> <p>(vi) consistent and logical use of verb tense;</p> <p>(vii) appropriate use of active and passive voice;</p> <p>(viii) subject-verb agreement;</p> <p>(ix) pronoun-agreement;</p>	<p>(A) plan a piece of writing appropriate for various purposes and audiences by generating ideas through a range of strategies such as brainstorming, journaling, reading, or discussing;</p> <p>(B) develop drafts of varying lengths choosing an effective organizational strategy, which builds on ideas to create a focused, organized, and coherent piece of writing in timed and open-ended situations;</p> <p>(C) revise drafts independently and collaboratively to ensure clarity, development, organization, style, word choice, and sentence fluency;</p> <p>(D) edit drafts independently and collaboratively using standard English conventions of grammar, spelling, capitalization, and punctuation, including:</p> <p>(i) sentence-combining techniques, effectively avoiding problematic splices, and sentence fragments;</p> <p>(ii) commas to set off absolute, gerund, infinitive, and participle phrases;</p> <p>(iii) semi-colons to indicate a relationship between closely related independent clauses;</p> <p>(iv) parallel structure;</p> <p>(v) dashes, colons, parentheses, brackets, and ellipsis;</p> <p>(vi) consistent and logical use of verb tense;</p> <p>(vii) appropriate use of active and passive voice;</p> <p>(viii) subject-verb agreement;</p> <p>(ix) pronoun-agreement;</p>	

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states a personal opinion using genre characteristics and author's craft.	(ii) organizing with structure; (iii) using intentional word choice; and (iv) developing voice; (G) dictate or compose literary texts using genre characteristics and author's craft, including personal narratives and poetry; (H) dictate or compose informational texts using genre characteristics and author's craft, including procedural; (I) dictate or compose argumentative texts that states a personal opinion and reasons using genre characteristics and author's craft; and (J) dictate or compose correspondence such as friendly letters.	writer's purpose when composing by: (i) developing an idea with specific details and relevance; (ii) organizing with structure; (iii) using intentional word choice; (iv) constructing a variety of sentence lengths; and (v) developing voice; (G) compose literary texts using genre characteristics and author's craft, including personal narratives and poetry; (H) compose informational texts using genre characteristics and author's craft such as procedural and reports; (I) compose argumentative texts that states a personal opinion and reasons using genre characteristics and author's craft; and (J) compose correspondence such as friendly letters.	apostrophes in contractions and possessives, commas in a series and dates, and use correct mechanics, including indentations. (E) publish drafts in response to feedback and evaluate its effectiveness such as using a rubric; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft including personal narratives, fiction such as realistic or imaginative, and poetry; (H) compose informational texts using genre characteristics and author's craft such as essays and reports; (I) compose argumentative texts using genre characteristics and author's craft such as reviews; and (J) compose correspondence such as thank you notes or letters.	races, and nationalities; and (x) use punctuation marks including commas in compound sentences, complex sentences and dialogue, quotation marks in dialogue; (E) publish draft in response to feedback and evaluate its effectiveness such as using a rubric; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft including personal narratives, fiction such as realistic or fantasy, and poetry; (H) compose informational texts using genre characteristics and author's craft such as essays; (I) compose argumentative texts using genre characteristics and author's craft including essays; (J) compose correspondence that requests information such as a business letter.	(ix) use subordinating conjunctions to form complex sentences and correlative conjunctions such as either/or and neither/nor; (x) use capitalization for: abbreviations, initials, acronyms, and organizations; (xi) use punctuation marks including commas in compound and complex sentences; quotation marks in dialogue; and proper italics and underlining for titles and emphasis; (E) publish draft in response to feedback and evaluate its effectiveness such as using a rubric; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft including personal narratives, fiction such as realistic or historical, and poetry; (H) compose informational texts using genre characteristics and author's craft such as essays and biographies; (I) compose argumentative texts using genre characteristics and	(vii) use quotation marks correctly such as for dialogue; (viii) use proper mechanics for referencing titles of books; (ix) use conventions of capitalization for proper nouns appropriately including abbreviation, initials, acronyms, and organizations; (x) differentiate between commonly confused terms such as its and it's and affect and effect; (xi) use spelling patterns and rules and print and electronic resources to determine and check correct spelling; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice;	(ix) use subordinating conjunctions such as because and since; (x) quotation marks including for dialogue and citation; (xi) differentiate between commonly confused terms such as its and it's and affect and effect; (xii) use conventions of capitalization for proper nouns appropriately including abbreviations, initials, acronyms, and organization; and (xiii) spell correctly, including using various resources to determine and check correct spellings; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft including personal narratives, fiction and poetry; (H) compose informational texts using genre characteristics and author's craft including essays; (I) compose argumentative texts using genre characteristics and author's craft; and (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure. (I) compose argumentative texts using genre	(ix) capitalization for proper nouns appropriately and for stylistic purposes; and (x) punctuating complex sentence correctly; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft including personal narratives, fiction and poetry; (H) compose informational texts using genre characteristics and author's craft such as resumes and essays, including personal and informative; (I) compose argumentative texts using genre characteristics and author's craft; (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure. (K) compose analytical texts using genre characteristics and author's craft including a literary analysis paragraph.	(xi) accurate usage of homonyms; (xii) capitalization; and (xiii) capitalization and punctuation of titles; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft such as personal narratives, fiction, and poetry; (H) compose informational texts using genre characteristics and author's craft such as resumes and essays, including personal and informative; (I) compose argumentative texts using genre characteristics and author's craft; (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure; and (K) compose analytical texts using genre characteristics and author's craft including a literary analysis paragraph.	(xi) accurate usage of homonyms; (xii) capitalization; and (xiii) capitalization and punctuation of titles; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft such as personal narratives, fiction, and poetry; (H) compose informational texts using genre characteristics and author's craft such as resumes and essays, including personal and informative; (I) compose argumentative texts using genre characteristics and author's craft; (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure; and (K) compose analytical texts using genre characteristics and author's craft including a literary analysis paragraph.	(x) apostrophes to show possession; (xi) accurate usage of homonyms; (xii) capitalization; and (xiii) capitalization and punctuation of titles; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose literary texts using genre characteristics and author's craft such as personal narratives, fiction, and poetry; (H) compose informational texts using genre characteristics and author's craft such as resumes and essays, including personal and informative; (I) compose argumentative texts using genre characteristics and author's craft; (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure; and (K) compose analytical texts using genre characteristics and author's craft such as	(x) apostrophes to show possession; (xi) accurate usage of homonyms; (xii) capitalization; and (xiii) capitalization and punctuation of titles; (E) publish written work for appropriate audiences; (F) use the elements of craft to advance the writer's purpose when composing by: (i) developing an engaging idea reflecting depth of thought with specific details and relevance; (ii) organizing with sound and purposeful structure including an effective lead, transitions, sentence-to-sentence connections, and closing; (iii) using intentional word choice, precise nouns, and strong actions verbs; (iv) constructing a variety of sentence structures and lengths; and (v) using author's craft to develop voice; (G) compose informational texts using genre characteristics and author's craft such as resumes and essays, including personal and informative; (I) compose argumentative texts using genre characteristics and author's craft; (J) compose analytical texts using genre characteristics and author's craft such as

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					author's craft such as editorials; and (J) compose correspondence such as email or blog.	(G) compose literary texts using genre characteristics and author's craft including personal narratives, fiction and poetry; (H) compose informational texts using genre characteristics and author's craft including essays; (I) compose argumentative texts using genre characteristics and author's craft; and (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure.	characteristics and author's craft; and (J) compose correspondence that reflects an opinion, registers a compliant, or requests information in a business or friendly structure.				literary and rhetorical essays.	

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