



**FOCUS CORRECTION AREAS (FCAs)**  
**Township of Ocean School District**  
**2009**

|   | <b>CONTENT</b>   | <b>ORGANIZATION</b>   | <b>STYLE</b>  | <b>CONVENTIONS</b>  |
|---|--|---|---|---|
| K | <ul style="list-style-type: none"> <li>• Illustrate on topic</li> <li>• Label illustrations</li> <li>• List 3-4 word ideas on topic (written/oral)</li> <li>• Use invented spelling</li> <li>• Far- or near-point copying</li> </ul> | <ul style="list-style-type: none"> <li>• Left-to-right/top-to-bottom letter and word formation</li> <li>• Sequence using illustrations</li> <li>• Proper oral sentence formation</li> </ul>   | <ul style="list-style-type: none"> <li>• Use specified size in illustrations</li> <li>• Use voice in illustrations (originality)</li> </ul>                     | <ul style="list-style-type: none"> <li>• Capitalize the names of people</li> <li>• Use end punctuation marks (. ? !)</li> </ul>   |
| 1 | <ul style="list-style-type: none"> <li>• 2 or more related ideas on topic (details, facts, reasons, events)</li> <li>• Story elements (problem and solution)</li> </ul>  | <ul style="list-style-type: none"> <li>• Word spacing (finger)</li> <li>• Logical order (chronological) using pictures for support—4-square or other graphic organizers</li> <li>• Transitions (first, next, last; first, second, third)</li> <li>• Beginning, middle, end</li> </ul> | <ul style="list-style-type: none"> <li>• Word choice--Use descriptive language (nouns, adjectives, and verbs)</li> </ul>  | <ul style="list-style-type: none"> <li>• Capitalize the first word of a sentence, names of people, the pronoun I, days of the week, and months of the year</li> <li>• Use end punctuation marks (. ? !)</li> <li>• Complete thought sentences: makes sense</li> </ul>   |
| 2 | <ul style="list-style-type: none"> <li>• Clear topic sentence</li> <li>• 3 or more related ideas on topic (details, facts, reasons, events)</li> <li>• Story elements (character, problem, and solution)</li> </ul>                  | <ul style="list-style-type: none"> <li>• Wrap-around sentences</li> <li>• Logical order (chronological) in paragraph format</li> <li>• Transitions (first, next, then, finally)</li> <li>• Beginning, middle, and end in writing a complete story</li> </ul>                          | <ul style="list-style-type: none"> <li>• Word choice--Use descriptive language (nouns, adjectives, and verbs)</li> <li>• Vary beginning of sentences</li> </ul> | <ul style="list-style-type: none"> <li>• Capitalize holidays, official titles (Mr., Mrs., Dr.), greeting and closing of a friendly letter</li> <li>• Use commas to separate items in dates and addresses</li> <li>• Use commas to separate items in a series and in a friendly letter</li> <li>• Complete thought sentences: makes sense</li> </ul> |



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| 3 | <ul style="list-style-type: none"> <li>• Support topic sentences with 4 or more related ideas</li> <li>• Develop story elements--5 W's (who, what, where, when, and why) and characters, problem, solution, setting, and events</li> </ul>  | <ul style="list-style-type: none"> <li>• Logical order of ideas</li> <li>• Transitions (time order, location, summarizing)</li> <li>• Indent paragraphs</li> </ul>                      | <ul style="list-style-type: none"> <li>• Word choice--Use specific content nouns, verbs, and adjectives</li> <li>• Vary sentence length</li> <li>• Interesting opening of a paragraph (dialogue, setting, question, action)</li> </ul> | <ul style="list-style-type: none"> <li>• Capitalize proper nouns (continents, countries) and addresses (street, city, state)</li> <li>• Use apostrophes in a contraction to show that letters are missing</li> <li>• Use commas in addresses</li> <li>• Use commas to separate items in a series</li> <li>• Use commas to separate an introductory element (Yes, Well, First, Next, etc.)</li> <li>• Write sentences that express a complete thought. Sentences have a subject that tells what the sentence is about and a verb that tells what action takes place.</li> </ul> |
| 4 | <ul style="list-style-type: none"> <li>• Clear statement of purpose/opinion</li> <li>• Support statement with 3 or more reasons</li> <li>• Elaborated statement with details, facts, examples</li> <li>• Elaborate story elements--5 W's (who, what, where, when, and why) and characters, problem and solution, setting, and events</li> </ul> | <ul style="list-style-type: none"> <li>• Logical order of Ideas</li> <li>• Transitions (time order, location, summarizing)</li> <li>• Multiple paragraphs with related ideas</li> </ul> | <ul style="list-style-type: none"> <li>• Word choice--Use specific content nouns, verbs, adjectives, and adverbs</li> <li>• Vary sentence structure by beginning, word choice, and length</li> <li>• Use dialogue</li> </ul>           | <ul style="list-style-type: none"> <li>• Capitalize geographical places, such as streets, cities, towns, states, regions, countries, continents, landforms, bodies of water, and public places</li> <li>• Capitalize book titles, poems, newspapers, magazines, plays, songs, articles, and films</li> <li>• Use commas in compound sentences and appositives</li> <li>• Write sentences that express a complete thought: subject and predicate</li> </ul>   |



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| 5 | <ul style="list-style-type: none"><li>• Clear statement of purpose/opinion</li><li>• Support general statement with examples referring to source materials, such as novels, articles, selections</li></ul> | <ul style="list-style-type: none"><li>• Logical order of ideas (chronological, procedural, order of importance)</li><li>• Transitions (time order, compare/contrast, summarizing)</li><li>• Paragraphs with related ideas</li></ul> | <ul style="list-style-type: none"><li>• Word choice--nouns, verbs, adjectives, adverbs, similes, metaphors, and analogies</li><li>• Sentence variety (compound, complex)</li><li>• Use dialogue</li><li>• Vocabulary matches content</li></ul> | <ul style="list-style-type: none"><li>• Capitalize official titles (Jr., Sr., Prof., etc.), abbreviations, and acronyms</li><li>• Use a comma to set off a direct quote</li><li>• Use quotation marks to enclose a direct quote</li><li>• Complete sentence (target area: run-ons)</li><li>• Use semicolon to separate two closely related sentences</li><li>• Use semicolon to separate items in a complicated list, such as items that contain commas</li><li>• Use hyphenated words</li></ul> |
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