Writing Teacher Manual

Last Updated July 23, 2025

Avanza/Boost offer:

- Writing Exemplars, Rubrics and Student Checklists
- Assessments
- Lessons and Teacher Guides
- Writing Prompts
- Graphic Organizers

For Multiple Levels of Each of the Text Types

Opinion	Informative	Narrative

Reading Response

We also include the same resources for Reading Response, which is designed to help students write opinion or informative texts based on a book they read.

VISTA | Level Learning

Sequence of Writing Instruction and Practice

Step 1 — Plan Whole Group Instruction

Step 2 — Assign Independent Practice and Provide Feedback

Step 3 — Assess Students

Cycle through the above steps with other text types

VISTA | Level Learning

1. Teach

Determine Instructional Level

a. Choose Text Type and Level to Teach

Before your start: Select a Text Type (Informative, Narrative, Opinion, or Reading Response)

Then: Select the target level for your students:

Option 1	Option 2	Option 3	Option 4
Based on writing exemplars	Based on reading levels	Based on ACTFL proficiency	Based on WIDA scores

VISTA | Level Learning

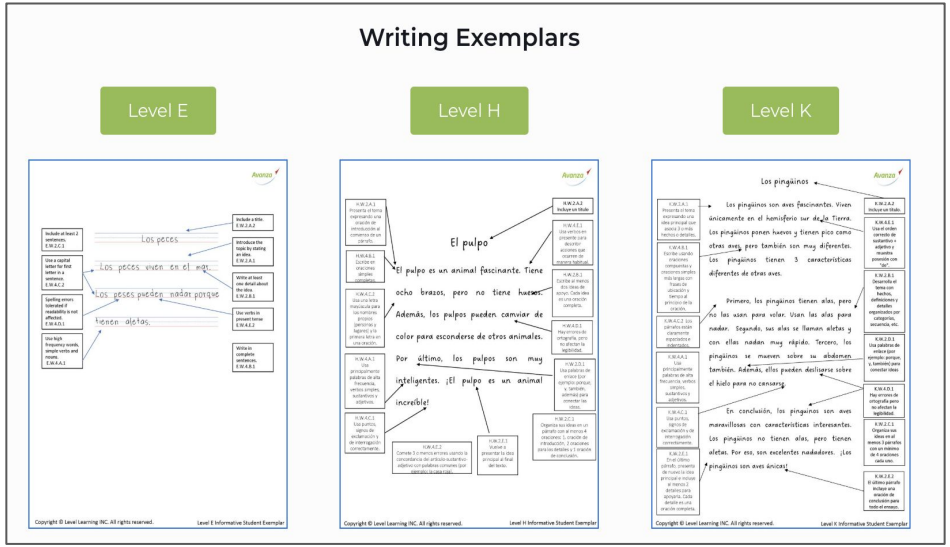
1. Teach

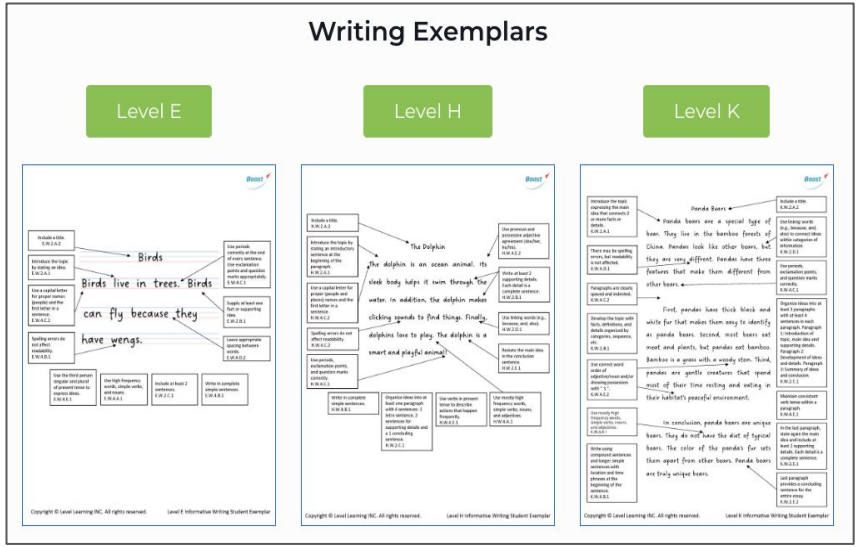
Determine Instructional Level

a. Choose Text Type and Level to Teach

Option 1: Based on writing exemplars

Pick the writing level which represents the proficiency level of MOST of your students.





[Review the writing exemplars and print the student checklist]

VISTA | Level Learning

1. Teach

Determine Instructional Level

a. Choose Text Type and Level to Teach

Option 2: Based on Reading Levels

Instructional Reading Literature Level	Recommended Starting level for Writing Instruction for any Text Type based on Reading Literature Level
Level F*	Level E
Level G or H	Level H
Level I or J or K	Level K *
Level L or M or N	Level M
Level O and above	Level P/Q*

* For Opinion Level K, refer to Reading Response
* For Informative Level P, refer to Reading Response
* For students with Instructional Reading Level lower than F, please use Phonics Writing Resources

Pick the writing level based on reading level

VISTA | Level Learning

Determine Instructional Level

a. Choose Text Type and Level to Teach

Option 3: Based on ACTFL proficiency

ACTFL	Avanza/Boost
Novice Mid	E
Novice High	H
Intermediate Low	K
Intermediate Mid	M,P
Intermediate High	R
Advance Low	T
Advance Mid	U
Advance High	V

VISTA | Level Learning

1. Teach

Determine Instructional Level

a. Choose Text Type and Level to Teach

Option 4: Based on WIDA scores

	WIDA PROFICIENCY LEVEL RANGES PER GRADE LEVEL FOR WRITING			
BOOST LEVEL RANGE	Grade 9	Grade 10	Grade 11	Grade 12
Levels E-H	1.1-1.4	1.1-1.3	1.1-1.2	1.1-1.2
Level K	1.5-1.7	1.4-1.6	1.3-1.5	1.3-1.4
Level M	1.8-2.8	1.7-2.5	1.6-2.2	1.5-1.9
Level P/Q	2.9-3.4	2.6-3.2	2.3-3	2-2.9

	WIDA PROFICIENCY LEVEL RANGES PER GRADE LEVEL FOR WRITING		
BOOST LEVEL RANGE	Grade 6	Grade 7	Grade 8
Levels E-H	1.5-1.7	1.3-1.6	1.1-1.3
Level K	1.8-2.3	1.7-2	1.4-1.7
Level M	2.4-3.5	2.1-3.2	1.8-2.9
Level P/Q	3.6-4.3	3.3-3.9	3-3.7

Pick the writing level based on WIDA level

	WIDA PROFICIENCY LEVEL RANGES PER GRADE LEVEL FOR WRITING	
BOOST LEVEL RANGE	Grade 4	Grade 5
Levels E-H	1.3-1.8	1.4-1.7
Level K	1.9-2.9	1.8-2.6
Level M	3-4.2	2.7-3.8
Level P/Q	4.3-6	3.9-6

	WIDA PROFICIENCY LEVEL RANGES PER GRADE LEVEL FOR WRITING	
BOOST LEVEL RANGE	Grade 2	Grade 3
Levels E-H	1.8-2.7	1.60-2.3
Level K	2.8-3.7	2.4-3.3
Level M	3.8-5	3.4-4.6
Level P/Q	5.1-6	4.7-6

	WIDA PROFICIENCY LEVEL RANGE PER GRADE LEVEL FOR WRITING
BOOST LEVEL RANGE	Grade 1
Levels E-H	2.2-2.9
Level K	3-3.9
Level M	4-5.4
Level P/Q	5.5-6

1. Teach

Plan Whole Group Instruction

b. Review Lessons and Resources

Each Level within a Text Type comes with a series of mini-lesson videos to build towards one complete piece of writing.

- Each mini-lesson is supported with a teacher guide, printable activities and a writing prompt
- The length of a mini-lesson video ranges between 6 - 15 minutes

[How to find the Writing Resources]

M1: The Informative Text

Teacher guide
Printable activities
(vimeo link) (YouTube link)

M2: Taking Notes

Teacher guide
Printable activities
(vimeo link) (YouTube link)

M3: The Hook

Standards: M.W.2.A.1
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

M4: The Introduction Paragraph

Standards: M.W.2.A.2
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

M5: The Body Paragraphs

Standards: M.W.2.B.1
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

M6: The Conclusion Paragraph

Standards: M.W.2.E.1, M.W.2.E.2
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

M7: Extending Sentences

Standards: M.W.4.B.1, M.W.4.A.1
Teacher guide
Printable activities
Additional materials
(vimeo link) (YouTube link)

Plan Whole Group Instruction

Main Menu

c. Plan lessons into weekly writing instructional blocks

The series of lessons, teacher guides and associated writing prompts builds towards one complete piece of writing.

M1: The Informative Text

Teacher guide
Printable activities
(vimeo link) (YouTube link)

M2: Taking Notes

Teacher guide
Printable activities
(vimeo link) (YouTube link)

M3: The Hook

Standards: M.W.2.A.1
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

M4: The Introduction Paragraph

Standards: M.W.2.A.2
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

M5: The Body Paragraphs

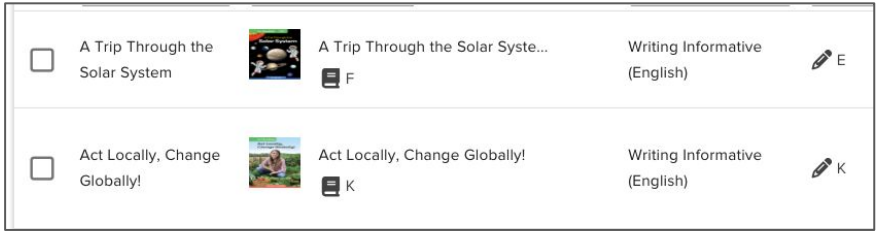
Standards: M.W.2.B.1
Teacher guide
Printable activities
Writing prompt
(vimeo link) (YouTube link)

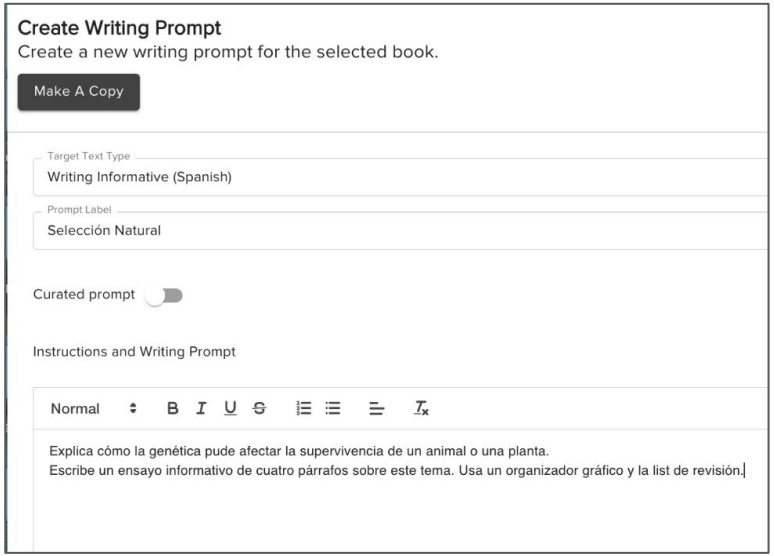
	Day 1	Day 2/3
Week 1	M1: Introduction Use: Mini Lesson Videos, Printable Activities	Guided Practice Use: Practice sheet 1 Practice Sheet 2
Week 2	M2: Taking Notes Use: Mini Lesson Videos, Printable Activities	Guided Practice Use: Practice sheet 1 Practice Sheet 2

2. Assign Practice

a. Assign Writing Prompts Connected to Books

Based on the content students are writing about, assign Writing Independent Practice





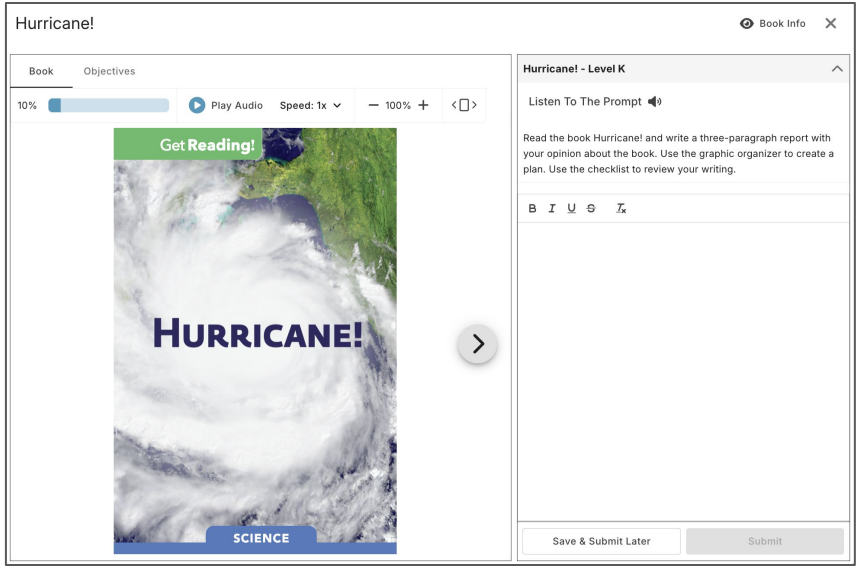
Select prepared prompts

Create your own prompts

2. Assign Practice

b. Allow Students to Complete Writing Assignments

Writing assignments appear under My Tasks



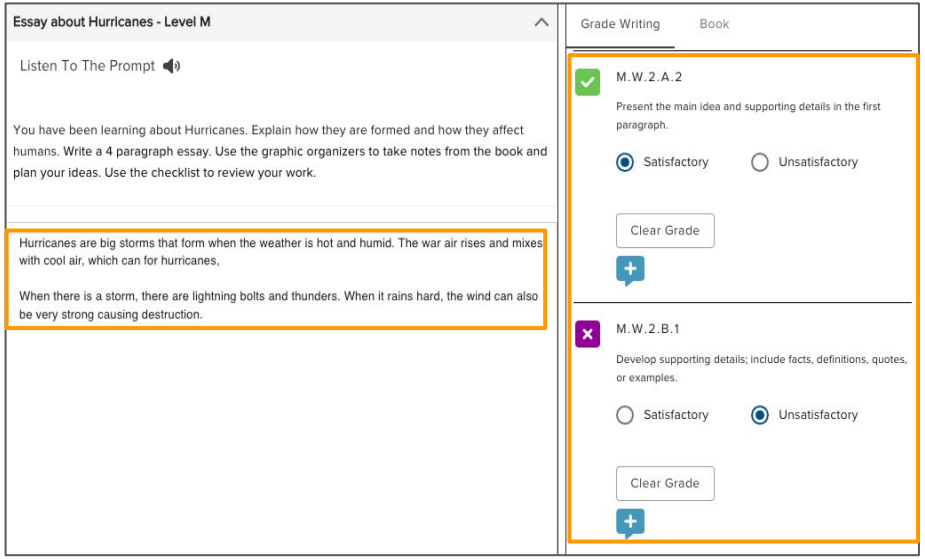
Hand out student checklist and graphic organizers
Students read the book and the prompt.
Then, they [submit typed or written responses](#) and check their work against the rubric.

2. Assign Practice

Main Menu

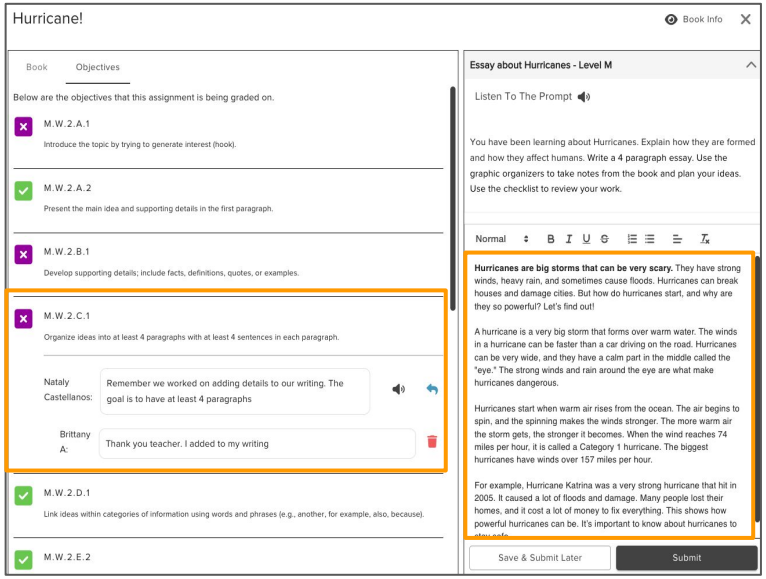
c. Give Students Feedback on Assignments

Teachers read student responses and respond.



Provide Feedback (Teacher)

Students see teacher feedback and correct their writing.



Read and Respond to Feedback (Student)

VISTA | Level Learning

Assess Students

a. Prepare for Assessment

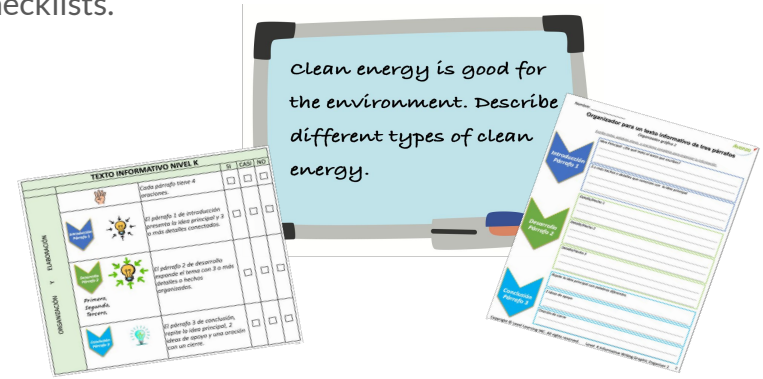
Write a prompt.

How to craft a writing prompt for what you are teaching and assessing:

- Opinion
- Narrative
- Reading Response
- Informative

Be prepared to…

- Plan for two-three 30 minute sessions to students to complete the assessment.
- Post the prompt prominently in class.
- Provide students with corresponding graphic organizers and checklists.



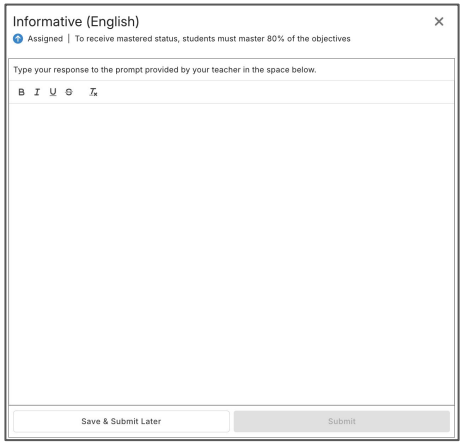
- Explain to students why they are taking assessment.

Assess Students

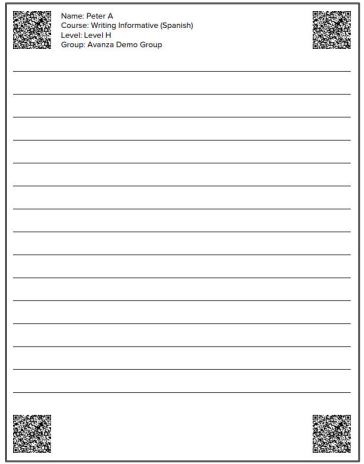
b. Assign Assessment

Teachers can choose to have students submit typed written assessment or handwritten assessment.

Typed Assessment



Hand-written Assessment



[Assign typed assessment (teacher)]

[Take a typed assessment (student)]

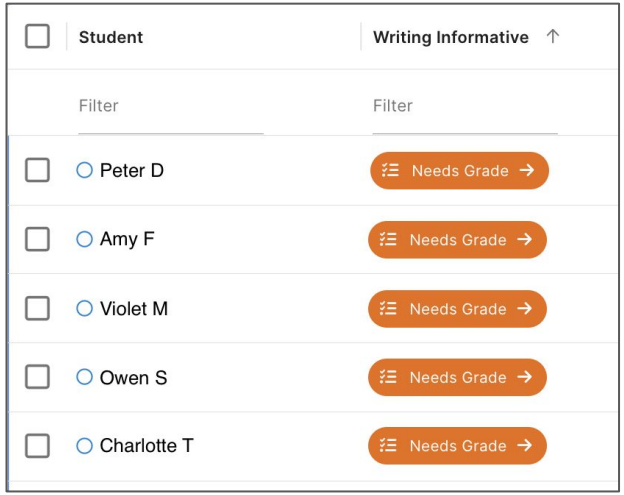
[Assign written assessment]

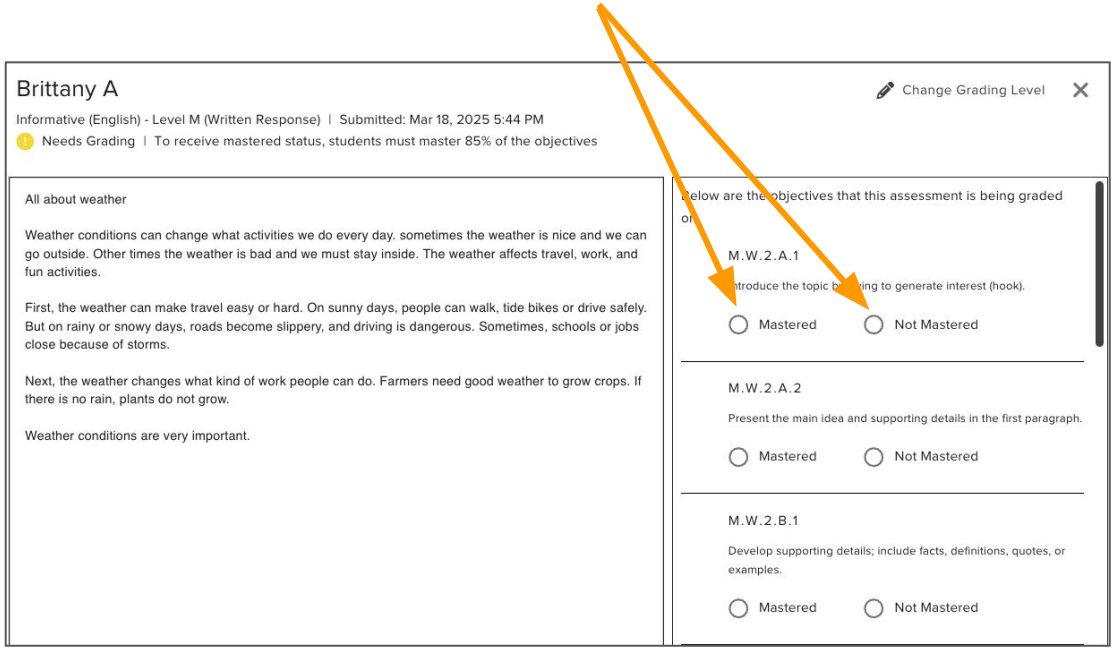
[Upload Student Responses]

Assess Students

Main Menu

c. Grade Assessments





Grade the submitted assessments to determine each student's instructional level.

Use the Writing Exemplar to review learning objectives.

VISTA | Level Learning