

12-WEEK WRITING UPGRADE ROADMAP™

12-Week Writing Upgrade Roadmap

One simple routine to lift writing by one band

1. WHAT THIS ROADMAP DOES

This roadmap gives families a clear 12-week process to improve narrative and persuasive writing for:

- OC
- Selective high school
- Scholarship exams

Using one repeatable routine each week:

Read → Plan → Write → Edit

The aim is to move a child roughly one band up (for example, from Band 3 to Band 4, or from "60%" to "70–80%") by building habits, not doing random practice.

2. WEEKLY ROUTINE (SAME EVERY WEEK)

Step 1 – READ (10 minutes)

Read one short model:

- a sample Scholarly script,
- a strong paragraph from a book/article, or
- one of your own "Band 5–6" exemplars.

Ask:

"What makes this clear?"

"How does the writer start and end?"

"Which words or phrases sound mature?"

Goal: Train the child's "writing ear".

Step 2 – PLAN (3 minutes)

Use the 3-Minute Brainstorm Grid (or a simple box plan):

- 2–3 key ideas or events
- 1 specific example/image for each
- 1–3 stronger words/phrases to use

Non-negotiable: They must plan before writing, even if it's messy.

Step 3 – WRITE (25–40 minutes)

Narrative or Persuasive (alternate by week or do 1 of each).

- **Timed:** 25–30 minutes for younger students, 35–40 for older.
- **No help, no computer.**
- **Rule:** "Pens keep moving. No erasing whole pages – just cross out and keep going."

Step 4 – EDIT (5–10 minutes)

Use one checklist only each week (to avoid overwhelm), for example:

- "Messy-to-Crisp Writing Makeover Checklist"
- "5-Minute Writing Level Checker – sentence & vocab criteria only"
- Simple 5-point checklist (capitals, full stops, paragraphing, one deeper idea, 3 upgraded words)

Goal: Build the habit of finishing with an edit, not stopping at the last sentence.

3. PHASE OVERVIEW

- **Weeks 1–3:** Foundations – simple structure + basic planning
- **Weeks 4–6:** Narratives – show, don't tell; emotion and detail
- **Weeks 7–9:** Persuasive – TEEL/TEEE and deeper reasoning
- **Weeks 10–12:** Exam practice – timing, consistency, polishing

4. DETAILED 12-WEEK ROADMAP

Each week has: Focus, Main session, Optional second session, Parent role, Quick checkpoint

WEEK 1 – Baseline & Simple Structure

Focus: Find current level and introduce the routine.

Main session

- Child writes one timed piece on any topic (25–40 mins).
- Parent uses the 5-Minute Writing Level Checker to estimate Band 3/4/5/6.
- Together, choose ONE priority: structure, or idea depth, or sentences/vocab.

Optional second session

Read a short model script and highlight: first sentence, last sentence, topic sentences in each paragraph

Parent role:

- Set a regular weekly writing time.
- Make it clear this is practice, not a "test of worth".

Checkpoint:

We have: a baseline script, a rough band, one main focus (e.g. 'structure first').

WEEK 2 – Planning Habit & Clear Beginning–Middle–End

Focus: Always plan; clear story/argument skeleton.

Main session (Narrative)

- Prompt: choose any "choice / courage / school" narrative.
- READ: one short model narrative opening (2–3 paragraphs).
- PLAN: 3-minute grid: Beginning, Middle, End
- WRITE: full narrative.
- EDIT: check clear beginning/middle/end structure

Checkpoint:

Child can explain their story in one sentence before writing.

WEEK 3 – Paragraphs & Topic Sentences (Persuasive)

Focus: One idea per paragraph.

Main session (Persuasive)

- Prompt example: "Should homework be limited in primary school?"
- READ: strong persuasive paragraph; highlight its topic sentence.
- PLAN: reasons only – Reason 1, Reason 2, Reason 3.
- WRITE: Introduction + 2–3 body paragraphs + conclusion
- EDIT: Each body paragraph starts with a clear idea (topic sentence).

Checkpoint:

Parent can put a ✓ or ✗ next to each paragraph that has a real topic sentence.

WEEK 4 – "Show, Don't Tell" in Narratives

Focus: Upgrade from telling ("I was sad") to showing ("my eyes burned").

Main session (Narrative)

- Prompt: any emotion-based situation (embarrassment, fear, pride).
- READ: a short model with 3–5 strong sensory/showing phrases.
- PLAN: grid with one image per section (what can be seen, heard, felt).
- WRITE: story focusing on one main moment.
- EDIT: Replace at least three "I felt..." with actions or images.

Checkpoint:

At least 3 upgraded "show, don't tell" moments in the piece.

WEEK 5 – Strong Openings & Endings

Focus: First impression and last impression.

Main session (Narrative or Persuasive)

- READ: 2–3 different openings and endings.
- PLAN: Opening hook type + ending reflection
- WRITE: full piece.
- EDIT: Rewrite first two and last two sentences (no "One day..." openings)

Checkpoint:

Teacher/parent should be able to answer: 'What is the main idea/problem?' after reading only first and last paragraphs.

WEEK 6 – Detail & Examples (Deeper Ideas)

Focus: Move from general to specific.

Main session (Persuasive)

- Prompt: e.g. "Should phones be banned at school?"
- READ: model paragraph with a specific scenario or statistic.
- PLAN: for each reason, force: one example/story + one "why this matters" sentence
- WRITE: full piece.
- EDIT: For general sentences, add an example or explanation.

Checkpoint:

Each body paragraph has at least one concrete detail (specific place, moment, or mini-story).

WEEK 7 – Vocab & Sentence Variety (Narrative)

Focus: Lift language without sounding fake.

Main session (Narrative)

- READ: a short model and underline 5–8 strong verbs/adjectives.
- PLAN: choose 5 words from the "Selective Vocab Ladder" to use.
- WRITE: story as usual.
- EDIT: Replace at least 5–7 instances of 'good/bad/very/really/got/thing/said'.

Checkpoint:

5–10 upgraded words and a clear mix of short and longer sentences.

WEEK 8 – TEEL / TEEE Mastery (Persuasive)

Focus: Formalise structure for high-band persuasion.

Main session (Persuasive)

- READ: one clear TEEL paragraph (Topic–Explain–Example–Link).
- PLAN: For each reason: T/E/E/L structure
- WRITE: full persuasive, staying disciplined about TEEL.
- EDIT: Mark each sentence T/E/E/L in one body paragraph.

Checkpoint:

Child can outline a TEEL paragraph verbally before writing.

"One Deeper Thought" Rule

Focus: Push ideas from Band 4 to Band 5+.

Main session (Narrative or Persuasive)

- READ: piece with at least one reflective/deeper sentence.
- PLAN: decide on the deeper message in one line (e.g. "Real bravery is doing something even when no one sees you.")
- WRITE: full script.
- EDIT: Add one sentence that clearly expresses a deeper idea or reflection.

Checkpoint:

Marker/parent can point to one sentence and say: "This is the deeper message."

WEEK 10 – Exam Simulation 1 (Full Timed Piece)

Focus: Put skills together under exam conditions.

Main session (exam-style)

- Choose a prompt similar to real exam questions.
- PLAN: 3-minute grid (no extra time).
- WRITE: 30–40 minutes.
- EDIT: final 5 minutes with short checklist

Parent role:

Time the session strictly. Afterward, use the 5-Minute Writing Level Checker again and compare to Week 1.

Checkpoint:

Improvement visible in at least 2 of the 5 rubric areas (e.g. structure + detail).

WEEK 11 – Exam Simulation 2 + Targeted Fix

Focus: Repeat simulation; fix the weakest area.

Main session

- New prompt (different genre than Week 10).
- Same pattern: Plan → Write → Edit under full timed conditions.
- After marking, identify one weak spot (e.g. "Endings weak", "examples thin").

Checkpoint:

There is a clear written note: "My current weakness is ____, so next week I will focus on ____."

WEEK 12 – Final "Showcase Script" & Reflection

Focus: Finish with best script + clear next steps.

Main session

- Child chooses: narrative or persuasive (showcase piece).
- Full exam simulation: 3 min plan + 30–40 min writing + 5–10 min edit
- Parent marks with 5-Minute Writing Level Checker.

Optional second session - Reflection:

- What improved the most in 12 weeks?
- What is still difficult?
- Set one new goal for the next 4–8 weeks (e.g. "work on persuasive introductions").

Checkpoint:

Child can explain: what band they started at, what band they're roughly at now, one specific writing habit they've gained.

5. SUMMARY FOR PARENTS – "IF WE DO NOTHING ELSE..."

If the family forgets everything except this, they still get value:

1. **Write once a week** under time pressure (25–40 mins).
2. Always do:
 - 3-minute plan
 - 5–10-minute edit.
3. Every second or third week, quickly use the **5-Minute Writing Level Checker** to track progress and pick the next thing to fix.

Follow this 12-week roadmap and, even with busy schedules, most students will see:

- clearer structure
- more specific detail
- stronger vocabulary
- and at least one band of improvement in overall writing quality.