

QUOTATION MARKS AND DIALOGUE PUNCTUATION

One skill, start to finish: the IEP goal, six probe forms, the graph. Untimed. Fillable PDF.

Quotation Marks and Dialogue Punctuation Editing -- Goal and Directions

Goal, baseline, directions and benchmarks for one skill. Untimed; score is sentences fixed correctly out of 10.

Ten sentences per form, each with one quotation-mark or dialogue-punctuation mistake: three missing-opening-quotation-mark items, three missing-closing-quotation-mark items, two comma-placement items, and two items where the first word of the quote is not capitalized, the same mix every form. The student finds the mistake and writes only the fix.

Sample goal — invented; edit every bracket to fit the student.

By [annual review date], when given 10 sentences each with one quotation-mark or dialogue-punctuation error, [Student] will write the correct fix for [8 of 10] sentences on [3] consecutive weekly probes, as measured by teacher-scored quotation-mark and dialogue-punctuation probes.

CRITERION (SCORE OUT OF 10, OR PERCENT)

BY (DATE) ON ____ OF ____ CONSECUTIVE PROBES

GIVEN (CONDITION: WHAT IS SHOWN, ANY ALLOWED SUPPORT) AS MEASURED BY (THIS PROBE: QUOTATION MARKS AND DIALOGUE PUNCTUATION EDITING, FORMS A-F, PAGE 6-11)

STUDENT WILL (THE BEHAVIOR, IN THE WORDS OF THE PROBE)

Baseline: give Forms A, B and C on three days and take the middle score

BASLINE PROBE 1	BASLINE PROBE 2	BASLINE PROBE 3	MEDIAN (THE BASELINE)

Benchmarks toward the goal

BENCHMARK	TARGET DATE	TARGET SCORE	ACTUAL SCORE	MEET?

Giving and scoring the probe

☐ Say: "Read each sentence. Find the one mistake in how the quotation marks are used. Write the fix in the box."

☐ Correct: the exact fix (a quotation mark with the word it touches, a comma, or a capitalized word).

☐ Some three quotation-mark kinds and two dialogue-punctuation kinds every form, so a missed item points at which rule, not just a lower score.

☐ Untimed. Let the student finish all ten.

My name: _____ **Date:** _____

Find the mistake. Write the fix in the box.

FIND THE MISTAKE - WRITE THE FIX IN THE BOX

- Omar remarked "Our team won today."
- Kian remarked, His sister called twice."
- Andre shouted, Her project is almost done!"
- "One wheel came off again," Priya declared.
- The game starts soon," Nadia added.
- "this bike has a flat," Luz remarked.
- Omar noted, "that garden needs water."
- Luz cheered, "Our team won today!"
- "Our team won today, Farah decided.

Quotation Marks and Dialogue Punctuation Editing -- Data Log and Graph

One row per probe. Three points in a row under the aim line is a decision, not a feeling: change the teaching and write what changed in the notes.

STUDENT _____ **CRITERION / AIM** _____ **GOAL DATE** _____

CORRECT OUT OF 10 - DRAW THE AIM LINE FROM THE BASELINE TO THE CRITERION FIRST, THEN PLOT EACH WEEK

WEEK	1	2	3	4	5	6	7	8	9	10	11	12
10												
9												
8												
7												
6												
5												
4												
3												
2												
1												

Probe (week)

DATE	FORM	CORRECT	ERRORS	SCORE USED ON GRAPH	NOTES (CONDITIONS, WHAT WAS RETEACHED)

Quotation Marks and Dialogue Punctuation Editing -- Caseload Summary

Every student on this goal, on one grid. Twelve rows, eight probes, one decision column.

TEACHER / CASE MANAGER _____ **SKILL (AS THE GOAL WORDS IT)** _____ **MARKING PERIOD** _____

STUDENT	BASLINE	CRITERION	P1	P2	P3	P4	P5	P6	P7	P8	TREND	DECISION THIS MONTH

How to fill it

☐ One row per student who has a goal on this skill. Baseline is the median of the first three probes.

☐ One column per weekly probe; write the score out of 10, not a percent, so the rows compare.

☐ Trend up, flat or down over the last four probes. That word, not the last score, is what the decision follows.

What it is for

Grouping: When six students sit on the same goal, the individual graphs answer "how is this child doing" and nothing answers "who needs the same fifteen minutes." Rows that are flat together are a group; a row that is flat alone is a different question. Take this page to the data meeting instead of ten folders.

EXAMPLE A Filled-In Data Log (Invented Student)

Ella is invented. Twelve weekly probes on quotation marks and dialogue punctuation editing, the aim line, the change that three low points forced, and the criterion being met.

The goal, as written for Ella, fourth grade (invented)

By May 20, when given 10 sentences each with one quotation-mark or dialogue-punctuation error, Ella will write the correct fix for 8 of 10 sentences on 3 consecutive weekly probes, as measured by teacher-scored quotation-mark and dialogue-punctuation probes (Forms A-F).

#	DATE	FORM	CORRECT	ERRORS	GRAPHED	NOTES
1	5/8	A	2	8	2	baseline
2	5/9	B	3	7	3	baseline
3	5/10	C	3	7	3	baseline (median of 2, 3, 3 = 3)
4	5/17	D	3	7	3	capitalized the quote correctly both times and caught the missing comma before the quote, but missed every missing opening and closing quotation mark and used a period where the comma before the closing quote belonged
5	5/24	E	2	8	2	same pattern
6	5/31	F	3	7	3	3 under aim line: drilled opening and closing quotation marks, then the comma before the tag rule
7	10/8	A	5	5	5	—
8	10/15	B	6	4	6	—
9	10/22	C	7	3	7	errors narrowing to one pattern
10	10/29	D	7	3	7	—
11	11/5	E	8	2	8	criterion met, 1 of 3
12	11/12	F	8	2	8	criterion met, 2 of 3

How to read the log

☐ Baseline was the median of three forms on three days: 2, 3, 3, so 3. Not the average, not the best.

☐ The aim line runs from 3 in week 1 to 8 at the goal date. Probes 4, 5 and 6 (3, 2, 3) sat under it: three in a row, so the teaching changed and the change is written on the row.

☐ The notes name the pattern, not just the count: "capitalized the quote correctly both times and caught the missing comma before the quote, but missed every missing opening and closing quotation mark and used a period where the comma before the closing quote belonged" is what sent the teaching somewhere specific; and a score on its own would not have said that.

☐ Criterion met on probes 11 and 12; one more consecutive probe at 8 or better and the goal is met.

PROGRESS MONITORING How This Pack Works

Goal, baseline, weekly probe, graph, decision. Six steps, one skill.

A progress monitoring goal needs a thing to count and a page to count it on. This file is both, for one skill: a goal, written in the probe's own words, 6 equivalent forms of the probe that measures it, and a graph scaled to it. Nothing has to be built or found.

- Baseline.** Give Forms A, B and C on three different days. The middle score of the three is the baseline; write it on the goal page.
- Write the goal** from the six-part frame on the goal page. Start from the sample and change every bracket: the date, the condition, the criterion, the number of probes.
- Probe once a week** with the forms in rotation (A, B, C, D, E, F, A, ...). Never the same form two weeks running. Every form is ten items, untimed. Score it against the answer key (pages 16-17).
- Log and plot** the score the same day. Draw the aim line first, from the baseline on the left to the criterion at the goal date on the right, then plot each week's dot.
- Decide from the graph.** Three dots in a row under the aim line: change the teaching this week and write the change on the log. Three in a row over it: raise the target.
- Report from the log.** The log gives the progress report its numbers: baseline, the last two scores, and what the errors keep landing on.

The weekly routine, about five minutes

☐ Monday: pull the next form in the rotation (A, B, C, D, E, F, A, ...).

☐ Any day: give the probe one-to-one, untimed; ten items takes a few minutes.

☐ Same day: score it, log the row, plot the point, look at the last three points.

☐ Friday: if three points sit under the aim line, write the change you are making on the log.

Print and prep

☐ Print one copy per student per week: the student writes on the form and that same sheet is the one you score.

☐ The forms are student sheets with nothing on them but the problems. The answer key and the Correct ____ / 10 box for every form are on pages 16 and 17; score there, then log it.

☐ Keep the goal page and the graph page for each student at the front of the data folder; type into them or write on them.

☐ The caseload page is one grid for every student on this goal; print it once a month.

What this probe is not

It is not a norm-referenced test and it carries no benchmark score. The sample goal uses invented criteria in brackets; your team sets the real ones.

Equivalent forms, and why it matters

Every form has ten items drawn the same way, from one shuffle of the same bank, and no item appears on two forms — 60 different items across the six

Goal, baseline, weekly probe, graph, decision. Six steps, one skill.

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- 2 **Write the goal** from the six-part frame on the goal page. Start from the sample and change every bracket: the date, the condition, the criterion, the number of probes.
- 3 **Probe once a week** with the forms in rotation (A, B, C, D, E, F, A...). Never the same form two weeks running. Every form is ten items, untimed. Score it against the answer key (pages 16–17).
- 4 **Log and plot** the score the same day. Draw the aim line first, from the baseline on the left to the criterion at the goal date on the right, then plot each week's dot.
- 5 **Decide from the graph.** Three dots in a row under the aim line: change the teaching this week and write the change on the log. Three in a row over it: raise the target.
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- ☐ Any day: give the probe one-to-one, untimed; ten items takes a few minutes.
- ☐ Same day: score it, log the row, plot the point, look at the last three points.
- ☐ Friday: if three points sit under the aim line, write the change you are making on the log.

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- ☐ The forms are student sheets with nothing on them but the problems. The answer key and the Correct ____ / 10 box for every form are on pages 16 and 17; score there, then log it.
- ☐ Keep the goal page and the graph page for each student at the front of the data folder; type into them or write on them.
- ☐ The caseload page is one grid for every student on this goal: print it once a month.

What this probe is not

It is not a norm-referenced test and it carries no benchmark score. The sample goal uses invented criteria in brackets; your team sets the real ones from the baseline and the student's IEP. Every form is untimed and ten items long, so a score of 8 means the same thing on every form, and a student is never scored on speed.

Equivalent forms, and why it matters

Every form has ten items drawn the same way, from one shuffle of the same bank, and no item appears on two forms — 60 different items across the six forms. A score on one form means the same as a score on another, so the line on the graph is the student, not the paper. Rotate the forms and the page cannot be memorized.

Quotation Marks and Dialogue Punctuation Editing – Goal and Directions

Goal, baseline, directions and benchmarks for one skill. Untimed; score is sentences fixed correctly out of 10.

Ten sentences per form, one mistake each: three missing opening quotation marks, three missing closing quotation marks, two comma-placement errors, and two quotes missing a capital letter, the same mix every form. The student finds the mistake and writes only the fix.

Sample goal — invented; edit every bracket to fit the student

By [annual review date], when given 10 sentences each with one quotation-mark or dialogue-punctuation error, [Student] will write the correct fix for [8 of 10] sentences on [3] consecutive weekly probes, as measured by teacher-scored quotation-mark and dialogue-punctuation probes.

BY (DATE)

CRITERION (SCORE OUT OF 10, OR PERCENT)

GIVEN (CONDITION: WHAT IS SHOWN, ANY ALLOWED SUPPORT)

ON ____ OF ____ CONSECUTIVE PROBES

STUDENT WILL (THE BEHAVIOR, IN THE WORDS OF THE PROBE)

AS MEASURED BY (THIS PROBE: QUOTATION MARKS AND DIALOGUE PUNCTUATION, FORMS A–F, PAGE 6–11)

Baseline: give Forms A, B and C on three days and take the middle score

BASELINE PROBE 1	BASELINE PROBE 2	BASELINE PROBE 3	MEDIAN (THE BASELINE)

Benchmarks toward the goal

BENCHMARK	TARGET DATE	TARGET SCORE	ACTUAL SCORE	MET?

Giving and scoring the probe

- ☐ Say: “Read each sentence. Find the one mistake. Write the fix in the box.”
- ☐ Correct: the exact fix (a quotation mark, a comma, or a capitalized word).
- ☐ Same four mistake kinds every form, so a missed item points at which rule, not just a lower score.
- ☐ Untimed. Let the student finish all ten.

Scoring rules for this student (accepted answers, reversals, supports allowed)

.....

.....

What the errors say to reteach (carry over from the log)

.....

.....

My name: _____

Date: _____



Find the mistake. Write the fix in the box.

FIND THE MISTAKE · WRITE THE FIX IN THE BOX

1. Omar remarked "Our team won today."

2. Kian remarked, His sister called twice."

3. Andre shouted, Her project is almost done!"

4. "One wheel came off again." Priya declared.

5. The game starts soon," Nadia added.

6. "this bike has a flat," Luz remarked.

7. Omar noted, "that garden needs water."

8. Luz cheered, "Our team won today!

9. "Our team won today, Farah decided.

10. Noah remarked, "My backpack is packed.

My name: _____

Date: _____



Find the mistake. Write the fix in the box.

FIND THE MISTAKE · WRITE THE FIX IN THE BOX

1. That garden needs water," Andre said.

2. "Some mail arrived early." Nadia observed.

3. Diego admitted, "her project is almost done."

4. Andre hollered, "This bike has a flat!

5. Diego cheered, His sister called twice!"

6. "A puppy ran outside, Noah stated.

7. Ella answered "Her project is almost done."

8. "our team won today," Theo added.

9. Theo decided, "No bus has arrived yet.

10. Andre added, That garden needs water."

Quotation Marks and Dialogue Punctuation Editing — Data Log and Graph

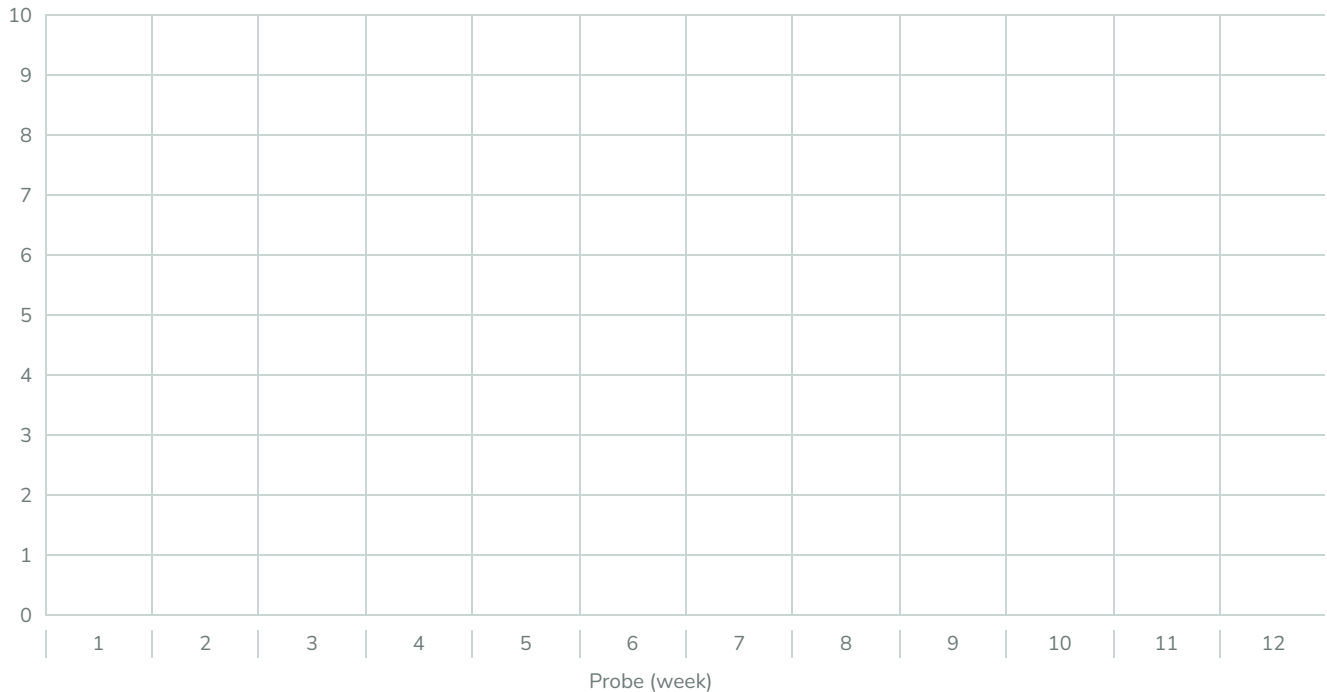
One row per probe. Three points in a row under the aim line is a decision, not a feeling: change the teaching and write what changed in the notes.

STUDENT

CRITERION / AIM

GOAL DATE

CORRECT OUT OF 10 · DRAW THE AIM LINE FROM THE BASELINE TO THE CRITERION FIRST, THEN PLOT EACH WEEK



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Quotation Marks and Dialogue Punctuation Editing – Caseload Summary

Every student on this goal, on one grid. Twelve rows, eight probes, one decision column.

TEACHER / CASE MANAGER

SKILL (AS THE GOAL WORDS IT)

MARKING PERIOD

[illegible]

How to fill it

- ☐ One row per student who has a goal on this skill. Baseline is the median of the first three probes.
- ☐ One column per weekly probe; write the score out of 10, not a percent, so the rows compare.
- ☐ Trend: up, flat or down over the last four probes. That word, not the last score, is what the decision follows.
- ☐ Decision: keep going, change the teaching, or raise the target. A blank decision on a flat row is the thing this page exists to catch.

What it is for

Grouping. When six students sit on the same goal, the individual graphs answer “how is this child doing” and nothing answers “who needs the same fifteen minutes.” Rows that are flat together are a group; a row that is flat alone is a different question. Take this page to the data meeting instead of ten folders.

EXAMPLE

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4	9/17	D	3	7	3	capitalized both quotes and caught the missing comma, but missed every missing quotation mark and the comma-period swap before the closing quote
5	9/24	E	2	8	2	same pattern
6	10/1	F	3	7	3	3 under aim line: drilled opening and closing quotation marks, then comma before the tag
7	10/8	A	5	5	5	–
8	10/15	B	6	4	6	–
9	10/22	C	7	3	7	errors narrowing to one pattern
10	10/29	D	7	3	7	–
11	11/5	E	8	2	8	criterion met, 1 of 3
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How to read the log

- ☐ Baseline was the median of three forms on three days: 2, 3, 3, so 3. Not the average, not the best.
- ☐ The aim line runs from 3 in week 1 to 8 at the goal date. Probes 4, 5 and 6 (3, 2, 3) sat under it: three in a row, so the teaching changed and the change is written on the row.
- ☐ The notes name the pattern, not just the count: “capitalized both quotes and caught the missing comma, but missed every missing quotation mark and the comma-period swap before the closing quote” is what sent the teaching somewhere specific, and a score on its own would not have said that.
- ☐ Criterion met on probes 11 and 12; one more consecutive probe at 8 or better and the goal is met.

The progress report sentence this log produces

“On weekly quotation marks and dialogue punctuation probes (10 items, untimed), Ella scored 3 of 10 at baseline in September and 8 of 10 on each of the two most recent probes in November. Progress is sufficient to meet the goal of 8 of 10 on three consecutive probes by May.” Every number in it is on the log above; nothing is from memory.