



# Prewriting

Brainstorm—Make a list of whatever comes to mind.

Clustering or Webbing—Use a premade web or create your own.

Free Write—Just start writing a topic and don't stop (or even pause) until 5 minutes has passed.

Drawing—Sketch pictures or symbols.

Use a Writing Prompt—Select a premade writing idea.

Collect Information—Become inspired by reading, discussing, or observing.

Write an outline—Structure your ideas with topics and subtopics.



# Drafting

This is where you start writing the first draft of the piece. Keep in mind that this is just a first attempt. It is not yet completed.

The first time you traveled to some far away spot you were able to get there, but the traveling was difficult. You may have gotten lost, or at least confused. The second time you went was probably much better. You were less likely to get lost and the trip was more enjoyable. Each time you went was better than the times before. The same is true of writing.

Think of writing as a trip. Each time you write a draft you are a more knowledgeable person than you were previously and better prepared to write. Therefore, don't be afraid to make mistakes. You can correct your work later. Remember, the first draft is never your best work! What are you waiting for? **START WRITING.**





### Conference Time

Talk with someone about your first draft. Do they understand what you are writing about? Can they offer any kind suggestions?

# Revising

Editing Step 1

Revision is the step where you make your ideas clearer. You might need to change words, sentences, paragraphs, or even pages in order to make your piece clearer.

Once you have gotten feedback on your writing you are then ready to revise, or re-write with corrections. Use a **red pen** to make your changes.

You may go between the Revise and Edit steps several times before completing your Published Copy!

## Checklist for Revising...

### Words:

- Are there any “tired words” that need to be replaced with better ones? Use a **thesaurus** or **dictionary** to help you replace them.
- Did you use any word too many times? If so, choose a different word.
- Think about adding a few new *adjectives*, *adverbs*, and *phrases*.

### Sentences:

- Do all of your sentences start the same way?
- Are all of your sentences declarative? Try putting in a question or exclamation.
- Are there any short sentences that can be combined?
- Are there any “misfit” sentences that need to be taken out?

### Paragraphs:

- Does each paragraph have a topic sentence?
- Do the detail sentences talk more about the topic?
- Does each paragraph have a closing sentence?

### Ideas:

- Are your ideas in an order that makes sense to the reader? (try numbering them)
- Does your paragraph need some **transition words** to make ideas clearer? (First, Second, Third..., Next, After that, Then, Finally)
- Does your paragraph need some **Relationship words** to make ideas clearer? (Because, So, If...then, Therefore)

**NOW RE-WRITE YOUR PIECE. START EACH SENTENCE ON A NEW LINE.**





### Conference Time Again

Talk with someone about your revised copy. Do they think it got better? Do they notice any mistakes? Can they offer any more kind suggestions?

# Proofreading

Editing Step 2

Once you have gotten feedback on your writing you are then ready to proofread, or correct your mistakes. Use a **red pen** to make your changes.

In the Proofreading step, you will be checking for any mistakes you might have made. **Since your latest copy has all of the sentences starting on a new line**, it will be easier for you to see if each sentence makes sense by itself. It will also be easier for you to see if each sentence has punctuation at the end.

Remember, you may go between the Revise and Edit steps several times before completing your Published Copy!

## Checklist for Proofreading...

- Does every sentence begin with a capital letter?
- Does every sentence end with a mark of punctuation?
- Are all of your words spelled correctly?
- Do you have any sentences that are too long or too short?
- Is each paragraph indented?

### Tips for successful proofreading:

- Read your writing aloud.
- Read your writing backward so you can catch spelling errors.
- Exchange papers with a friend.
- Don't rely on your computer to find all of your mistakes.



# Publishing

Congratulations! You've reached the final step of the Writing Process.

Now you will type or re-write your work neatly IN PARAGRAPH FORM. Make sure you indent the first line of each paragraph.

Publishing goes beyond getting a piece in a magazine or newspaper. Publishing means getting a piece into the hands of any reader. Getting a friend or teacher or parent to read a piece is publishing.

There are several ways to share your writing including:

- Reading it aloud for someone
- Giving copies to your friends or family
- Displaying your work in an appropriate place



Great Work!