

The Writing Process

Prewrite

- Think about possible topics.
- Make sure you choose a topic that you really know about.
- If you need to, learn more about your topic.
- If you are responding to a prompt, think about what the prompt is asking you and think of all that you know about the topic.
- Write down your ideas.
- Use outlines and sketches to help you organize.

Draft

- Use your prewriting to write your paragraph, story, or essay.
 - Spelling and grammar are not important at this point.
- * Use the essay planners for genre specific structure.

Revise

- Read your draft.
- Change words, sentences, and paragraphs to make them better.
- Add new sentences or remove sentences if necessary.
- This is the time to make sure that your writing makes sense.
- Make sure your ideas are in a logical order.
- Make sure that you have used transitional words.
- Make sure your word choice is appropriate.
- Make sure your sentence fluency is strong.

Edit

- Read over your draft again.
- Look for mistakes in capitalization, usage, punctuation and spelling (CUPS).
- Fix ALL mistakes.

***Use the following CHECKLIST to EDIT your paper:**

- ___ My NAME is on my paper.
- ___ My paper has a TITLE.
- ___ My paper begins with a TOPIC SENTENCE that is indented and will HOOK THE READER!
- ___ My DETAIL SENTENCES are related to my TOPIC SENTENCE.
- ___ My CONCLUDING SENTENCE is POWERFUL and ties all my ideas together.
- ___ I used CAPITAL LETTERS to begin all my sentences.
- ___ I used CORRECT PUNCTUATION at the end of all my sentences.
- ___ All the words in my paragraph are SPELLED CORRECTLY.
- ___ I left SPACES BETWEEN MY WORDS to make my paper easy to read.
- ___ My HANDWRITING is neat and easy to read.
- ___ I left MARGINS all around so my paper looks neat.

Publish

- Write or type your final copy.
- Make sure your paper is neat.
- Read your paper one more time before you share it.
- Make sure that you did not make any mistakes in the publishing stage.