5 STEP WRITING PROCESS

STEP 1:  PREWRITING

*THINK*

         Decide on a topic to write about.

         Always consider who will read or listen to your written work.

         Brainstorm ideas about the subject.

         List places where you can research information.

         Do your research.

STEP 2:  DRAFTING

*WRITE*

         Reword the information you researched into your own words.

         Write sentences and paragraphs even if they are not perfect.

         Read what you have written and judge if it says what you mean.

         Show it to others and ask for suggestions.

STEP 3:  REVISING

*MAKE IT BETTER*

         Read what you have written again.

         Think about what others said about it.

         Rearrange words or sentences.

         Take out or add parts.

         Replace overused or unclear words.

         Read your writing aloud to be sure it flows smoothly.

STEP 4:  PROOFREADING

*MAKE IT CORRECT*

         Be sure all sentences are complete.

         Correct spelling, capitalization and punctuation.

         Change words that are not used correctly.

         Have someone check your work.

STEP 5:  PUBLISHING

*SHARE THE FINISHED PRODUCT*

         Include name, class and date at top of first page.

Create a title.

         Black or Blue pen or word processed

Double-Spaced, 12 size font

         Congratulate yourself on a job well done!

**Improving the Writing Process**

• Be aware of your audience.

• Choose a topic that is narrowly defined and interesting to you.

• Begin by writing a thesis, an assertion about your topic.

• Develop several logical main ideas to support your thesis statements.

• Avoid plagiarism by identifying other writers' research and words with citations.

• Paraphrase long passages or main ideas in your own words.

• Organize your main ideas and outline them in writing before you begin drafting.

• Introductions should catch the reader's attention and provide a general orientation.

• Paragraphs should be unified around a central idea and connected to one another and

to other paragraphs through transitional devices.

• Conclusions should bring all your main ideas together and leave the reader thinking.

• Never bring up new points or apologize in the conclusion.

• Always carefully edit and revise your drafts.