

## **Writing Process (Five Steps)**

### **1) Prewriting: work done before you writing**

- a. Topic choice
  - 1. Brainstorming/listing/clustering/free writing
  - 2. Analysis of topic
- b. Gathering details
  - 1. Observation/memory
  - 2. Sensory details
  - 3. Research: online, encyclopedias, textbooks, library books
  - 4. Interviews: an expert on the topic, a poll

### **2) Drafting: getting your ideas on paper without worrying about making mistakes**

- a. Skip lines ( in order to make changes later)
- b. Use prewriting notes to draft
- c. Order the three paragraphs of the body in logical order
  - 1. chronological: time order
  - 2. spatial: order of place
  - 3. order of importance: least to most, most to least

### **3) Revision: changes made to the draft**

- a. Add or delete information/details
- b. Change the order of paragraphs or sentences
- c. Check the format of essay
- d. Check the format of paragraphs
- e. Sentence structure;
  - 1. compound sentences
  - 2. complex sentences
  - 3. Can any of the sentences be combined to make them stronger?
- f. Can we make different word choices?
- g. In editing groups, exchange papers for the input of other readers

### **4) Proofreading: concentrate on the “mechanics”**

- a. Grammar
  - 1. Subject/verb agreement
  - 2. Adverbs/adjectives: are they used correctly?
- b. Capitalization

c. Punctuation:

1. Commas/semi-colons
2. Possessive nouns
3. Dialogue

**5) Sharing**