

THE FIVE STEPS OF THE WRITING PROCESS

STEP 1: PREWRITING

THINK

- Decide on a topic to write about.
- 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

- Put 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.
- Recopy it correctly and neatly.

STEP 5: PUBLISHING

SHARE THE FINISHED PRODUCT

- Read your writing aloud to a group.
- Create a book of your work.
- Send a copy to a friend or relative.
- Put your writing on display.
- Illustrate, perform, or set your creation to music.