

Process Writing

The writing process includes five basic steps: Prewriting, Writing First Drafts, Revising, Editing and Proofreading, and Publishing.

- 1 Prewriting** Sometimes teachers give you a topic to write about. Sometimes you get to choose your own topic. *Prewriting* includes choosing a topic and then narrowing it down to what you want to focus on in your paragraph or essay.

Imagine you want to write about animals. That's a really big topic! You need to narrow down your topic, or make it smaller and more specific, like this:

animals → cats → house cats → my pet cat

Now you try it. Narrow down the topics below.

sports → _____ → _____ → _____

family → _____ → _____ → _____

After choosing and narrowing down your topic, you need to choose a writing type. Are you writing a description? A blog post? A fact sheet? After you choose, you can write your first draft.

- 2 Writing First Drafts** After you've narrowed down your topic and chosen your writing type, it's time to write. Your first try at writing is called a *first draft*. Don't worry! A first draft isn't perfect. Just put your ideas down on paper. You can change and correct things later.

Choose a topic from the prewriting activity. Plan the beginning, middle, and end of your first draft.

Beginning: _____

Middle: _____

End: _____

- 3 Revising** After you've finished your first draft, it's time to think about *revising*. This is your chance to make your first draft better!

Read your draft to others. Ask them what they like, what they don't understand, and what they want to know more about. Take notes.

What they like: _____

What they don't understand: _____

What they want to know more about: _____

- 4 Editing and Proofreading** After you revise, it's time to *edit* and *proofread*. When you edit, you focus on style. When you proofread, you focus on grammar, punctuation, capitalization, and spelling.

TIP: Read your writing out loud. We catch mistakes better when we can hear them!

- 5 Publishing** After you edit and proofread, it's time for the final step: *publishing*. When you publish your writing, other people read it. There are many different ways to share your writing with readers:

- Hand in your writing to your teacher.
- Add your writing to a class portfolio.
- Display your writing on the classroom wall or in the hallway.
- Publish your writing in the school newspaper.
- Post your writing on the Internet.

Where do you want to publish your writing?
