WRITING

PROCESS

Drafting

1. Get your thoughts on paper.
2. Keep your focus, purpose and audience in mind.
3. Don’t worry at this point about mechanics or your spelling.



Editing/Proofreading

1. Fine-tune your writing.
2. Proofread your work to check for spelling, grammar and mechanics.
3. Take our your extra words and phrases.
4. Use precise and vivid language.
5. This is the time to dot every “i” and cross every “t.”



Revision

1. Make content changes and make your writing better.
2. Does everything relate to the focus?
3. Is your writing clear?
4. Are your facts correct?
5. Are your readers sure about what you want to say?
6. Is your language accurate, precise, and interesting?

Publishing

1. Write in the best handwriting you possibly can.
2. Decorate the final copy and display in class or the hall.
3. Make it into a book.
4. Read to parents and other students.
5. Mail a letter or add it to a class collection.
6. Tape record or perform your piece.