

1

Prewriting

- 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.

2

Drafting

- 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.

3

Revising

- 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.

4

Proofreading

- 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.

5

Publish

- 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.
- Congratulate yourself on a job well done!

A+