

The Writing Process for Step Up to Writing

<p>1. Prewrite</p>	<p>Prewriting includes any activity or steps that you take to help yourself think or learn about a topic. Some writing tasks allow time for reflection; others require speed. This means that there will be times when you have only seconds for prewriting—thinking about the topic. At other times you will be able to research, discuss, analyze, compare, and think in depth about your topic.</p>
<p>2. Plan</p>	<p>Planning means taking deliberate steps to organize your thoughts or ideas. The planning stage should be linear (informal outlines and quick sketches). Planning in this linear fashion will save you time and frustration because you will be able to visualize your essay, report, or story in the way that it will show up on the page. Use your plan when you write, but remember that writers add, delete, and change parts of their plans as needed when they actually begin writing.</p>
<p>3. Draft</p>	<p>Most writers make several drafts before they have a final, polished copy. The number of drafts that you create will depend on the assignment and the time available. Sometimes your first attempt will be your one and only draft (e.g. an essay answer in history class or an explanation of problem-solving steps in math). At other times you will have several opportunities to draft, revise, and edit.</p>
<p>4. Revise</p>	<p>Revising a draft means changing the order of words, sentences, and paragraphs. It also means adding new parts and eliminating others. When you revise, you want to ask yourself some important questions: Does the text make sense? Is my information accurate? Will the reader understand what I have written? Do the words, sentences, and/or paragraphs flow? Are the sentences detailed and descriptive?</p>
<p>5. Edit</p>	<p>The word CUPS can help you remember what it means to edit your paper. When you edit, your job is to check for mistakes in Capitalization, Usage, Punctuation, and Spelling. The term Usage refers to the way you have used words, phrases, or sentences (e.g. Do the subjects and verbs match? Are pronouns used correctly? Are verbs in the right tense?).</p>
<p>6. Write Final Copy</p>	<p>When you create your final copy, remember that it is the time to shine. If you have taken the drafting, revising, and editing steps in the writing process seriously, this should be easy. Use your best cursive or use a word processor. Be neat. Use appropriate margins, fonts, and font sizes.</p>
<p>7. Proofread</p>	<p>Proofreading means reviewing your final copy carefully for errors that you made as you keyed in the text (e.g. spacing, <i>you</i> instead of <i>your</i>, missing commas) or wrote by hand (e.g. crossing the letter t and dotting the letter i, end punctuation marks).</p>
<p>8. Share and/or Publish</p>	<p>Take advantage of every opportunity to share your ideas—your creations. Look for ways to publish (e.g. the school newspaper, a school literary journal, local newspapers, contests). Keep copies of your work; create your own portfolio. You will enjoy rereading what you have written. You will also be able to see how your writing has changed and improved.</p>