

HO-4 The Writing Process

Step 1: Prewriting

- Brainstorming
- Getting your ideas down
- Picking your topic
- Research
- Who will be your audience
- Use a graphic organizer



Step 2: Drafting

- Rough copy
- Using the information your researched and putting into your own words
- Writing in sentences and paragraphs

Step 3: Revising

- Making your writing better
- Does your writing make sense?
- Did you say everything that you wanted to say?
- Rearrange words or sentences
- Take out or add parts
- Read your writing aloud to be sure it flows smoothly

Step 4: Proofreading or Editing

- Checking for capital letters, punctuation, and spelling
- Be sure all sentences are complete
- Change words that are not used correctly
- Have someone check your work

Step 5: Publishing

- Recopy your writing correctly and neatly
- Share your writing with others
 - 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!

