

5-Step Writing Process

Process	What's a goal?	How do you do it?
Prewriting	<p>Generate (getting ideas)</p> <p>Collect the necessary supporting information</p> <p>Organize the writing for clear logic and write an outline</p>	<ul style="list-style-type: none"> • Brainstorming • Freewriting • Image clustering (writing yourself in other's shoes) • Lists • Mind maps • Webbing/clustering/flowcharting • Graphic organizers
Drafting	Put your ideas together without worrying about the organization and details	<p>write, write, write</p> <ul style="list-style-type: none"> • Don't stop worrying about writing, but let the pace flow • Before going into the next stage, make sure you have enough content to work with • Don't get locked yourself
Revising	Look for major changes you want to make 1 st draft 2 nd draft 3 rd draft	<ul style="list-style-type: none"> • Adding • Rearranging • Deleting • Explaining
Editing	Check for mistakes and correct mistakes 4 th draft	<p>Editing: Fine Tuning</p> <ul style="list-style-type: none"> • spelling • punctuation • grammar • sentence structure • subject/verb agreement • consistent verb tense • word usage
Publishing	Present your writing to others	Follow format requirements