


Module 1: Why Is Writing Important?

Topic 4 Content: The Writing Process


Introduction

The Writing Process

Introduction



There are six steps of the writing process: prewriting, drafting, revising, editing, publishing, and reflecting. By following these six steps, you can set yourself up for success when writing. Click **NEXT** to view these steps in order.



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

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Prewriting

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The first step, known as prewriting, is intended to help you organize and gather your thoughts. It encompasses all the things you should do prior to writing, such as brainstorming, planning, researching, and organizing. You can use graphic organizers, clusters, flow maps, spider webs, traditional outlines, lists of ideas, or discussions with classmates or instructors. In addition, you can freewrite, which simply involves getting all your thoughts down on paper. One method of freewriting is looping, or brainstorming ideas based on prior freewriting sessions. Try out a few prewriting methods and discover which ones work well for you.

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Drafting

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Drafting is the process of writing down ideas, organizing them into a sequence, and providing the reader with a frame for understanding these ideas. The first thing you must do when you begin drafting is to create a hook, or the part of an introduction that catches the reader's attention. Your introduction should also include your thesis, a statement that clearly establishes your position on the topic and outlines how you will argue your claim. After your introduction, your supporting paragraphs will make up the main body of the paper. Finally, the conclusion of your paper should reflect or comment on the relevance of the topic, briefly review the points of the argument, restate the essence of the thesis, and recommend a solution or call to action.



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Revising

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Revising

Revising involves examining your paper critically and making content changes in order to produce a better version of the original. There are a number of factors you should consider when revising your paper:

- The organization and consistency of the piece
- The presence and strength of your writer's voice
- The tone and mood of your writing
- The effectiveness of transitions in your writing
- Variety in sentence structure
- Word choice and vocabulary



Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

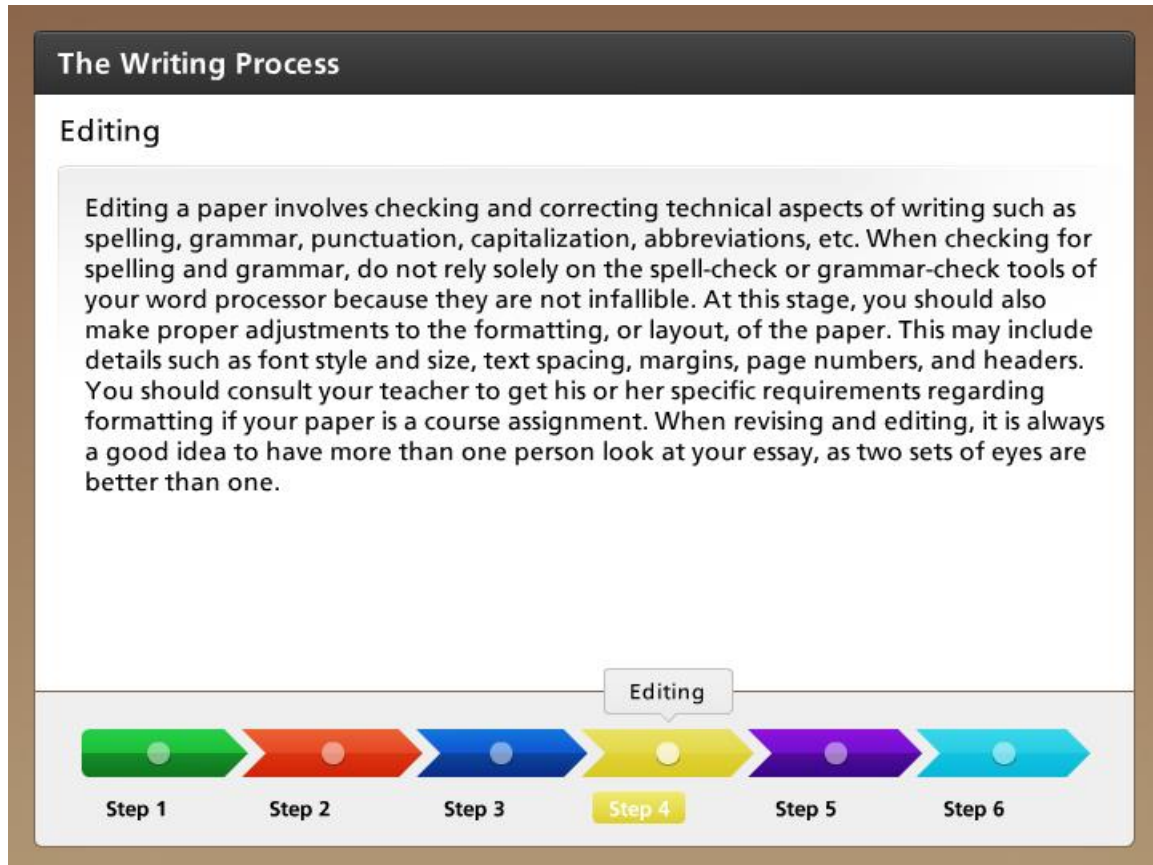
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Editing



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Editing a paper involves checking and correcting technical aspects of writing such as spelling, grammar, punctuation, capitalization, abbreviations, etc. When checking for spelling and grammar, do not rely solely on the spell-check or grammar-check tools of your word processor because they are not infallible. At this stage, you should also make proper adjustments to the formatting, or layout, of the paper. This may include details such as font style and size, text spacing, margins, page numbers, and headers. You should consult your teacher to get his or her specific requirements regarding formatting if your paper is a course assignment. When revising and editing, it is always a good idea to have more than one person look at your essay, as two sets of eyes are better than one.

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Publishing

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Publishing involves delivering a completed work to an audience. Publication can be as intricate as producing print or electronic copies for public distribution, or as simple as submitting your paper to your teacher for grading. Publishing can also include posting your work online or including it in your portfolio.

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Reflecting

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Although reflecting is the final step, it is probably the most important when it comes to developing your skills as a writer. In this step, you should consider the following questions:

- What went well?
- Which parts of your writing make you proud?
- What were your struggles while you wrote, and why?
- What grade do you feel your writing merits, and why?
- How would you do things differently if given another chance to write?

How you answer these questions can help you prepare for the next time you have to write a similar type of paper. Reflecting can also help reveal your strengths and weaknesses as a writer so that you can appreciate your progress and establish goals for improvement.

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