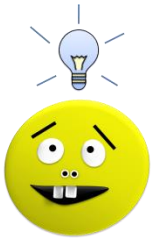


# The Writing Process

Name \_\_\_\_\_  
Mr. Arresto

Date \_\_\_\_\_  
Writing Section # \_\_\_\_\_

To become an effective writer, it is important to follow the writing process when working on any type of academic writing assignment. The writing process consists of five parts:



1) **Prewriting** – Here you will brainstorm about the topic and plan out your thoughts. It is a good idea to write down these initial ideas in a graphic organizer or list.

2) **Writing** – You will take the notes and organizers created during prewriting and begin your first draft (aka rough draft or sloppy copy). Do not be overly concerned with neatness, spelling, or grammar during your first draft.



3) **Revising** – Make changes to improve the writing piece. You might remove whole sections, rewrite entire paragraphs, rearrange the existing information, and add in information which you've realized the reader will need.



4) **Editing** – This is where you will fix all of the spelling and grammar errors and make your writing as close to perfect as possible.

5) **Publishing** – This is where you will finalize your writing piece. Make sure that you have followed all directions and that you have the proper heading. Your final copy is not just a neater version of your first draft – it should look very different.



## Revising and Editing

One huge reason that many students are poor writers is because they skip the two most important parts of the writing process – **revising** and **editing**. Too many students simply take their first draft and then create a neater copy of it. If you don't make changes to your piece or correct the errors, then you are just making a neater copy of garbage. To become a proficient writer, you **must** become skilled at these two extremely important parts of the writing process.

The word *re-vision* means to "look again." After writing an initial draft, successful writers "look again" at their writing to make sure that they have accomplished what they set out to do. Once a piece has been revised and major changes have been made, successful writers then edit or polish their writing to make certain that readers won't be confused or distracted by unintentional errors.

### Revising: Reading as a Reader

After setting your piece of writing down for a short time, pick it up again, and reflect on the following questions from the perspective of an interested reader:

- Is my purpose for writing clear?
- Have I considered the questions and concerns of my audience?
- Have I written in the form and style appropriate for this genre of writing? For example, does my short response contain numerous text-based details and commentary?

### Revising: Reading as a Writer

From the perspective of a skilled writer, consider the following:

- Does my introduction, lead or topic sentence succeed in grabbing the reader's attention?
- Does my conclusion paragraph or closing sentence successfully bring my writing to a close?
- Do my paragraphs flow from one to the other well?
- Have I used appropriate transitions to guide the reader through my writing?
- Have I organized my ideas in a way that makes sense to the reader?

### Editing: Reading as an Editor

After revising, try one of these proofreading techniques to polish your writing:

- Read your writing aloud to catch run-on sentences, over-used words, spelling errors, and typos.
- Edit with a dictionary and thesaurus nearby.
- Peer edit. Swap papers with a classmate and edit each other's work.
- Share your writing with Mr. Arresto during extra help.