**The Writing Process**

1. **Prewriting** This step is often broken down into two parts: First Prewriting and Second Prewriting. During the First Prewriting, you will write down all of your ideas about the topic. You may use a web, list, or another graphic organizer to help you. During the Second Prewriting, you will select one of your ideas and make another web, list, or graphic organizer.
2. **Drafting** Write down your ideas in the correct format for your assignment. Because you are writing a rough draft, it’s okay if everything isn’t spelled correctly or if your ideas aren’t yet well-developed. You’ll get there! SKIP LINES to leave room for revising and editing.
3. **Revising** Reread your paper aloud and see if what you’ve written makes sense. Replace boring words with exciting ones and make sure your sentences have a good flow. Check to make sure everything you have written is in the correct order. Mark any changes directly on your paper.
4. **Editing** Check your paper for spelling, punctuation, capitalization, or grammar errors. This is a great time for you to have a buddy edit your paper, as well.
5. **Publishing** Your final copy should be neatly written in cursive or typed accurately.

**Revising/Editing Checklist**

* Did I use the assigned format?
* Did I stick to the topic?
* Did I include lots of intriguing details?
* Is my writing in an order that makes sense?
* Does my personality show through in my writing?
* Did I use strong verbs and exceptional adjectives?
* Do my sentences flow together in a way that is easy to listen to?
* Have I spelled all words correctly?
* Did I capitalize all proper nouns?
* Do all of my sentences end with the correct punctuation?
* Do I have run on sentences?
* Do I have fragments?
* Is my paper written neatly in cursive or typed accurately?