



The Writing Process

ESSENTIAL SKILLS WRITING RESOURCE SHEET

Use the Writing Process to help plan and organize your writing

1

PREWRITING | Plan your writing

Use the following as needed:

- ✓ Pick a subject
- ✓ Brainstorm ideas
- ✓ Collect information, ideas, facts and details
- ✓ Use a graphic organizer to organize your ideas
- ✓ Discuss ideas and make a plan

2

WRITING | Write the first draft

Write your first draft:

- ✓ Develop your ideas
- ✓ Write your ideas on paper
- ✓ Let the writing flow
- ✓ Organize your ideas



WRITING TIP

Know the "SPA" before you start writing:

Subject: What is your writing about?

Purpose: Why are you writing?

Audience: Who will read it?

3

REVISING | Improve your writing

Review your draft:

- ✓ Check the flow of the writing
- ✓ Review and share your writing with someone
- ✓ Rearrange words and ideas as needed
- ✓ Make changes to improve your first draft
- ✓ Write other drafts

4

EDITING and PROOFING | Make Corrections

Check your writing:

- ✓ Check your sentences and paragraphs for proper structure and flow
- ✓ Check for spelling, grammar, capitalization, and punctuation
- ✓ Make corrections
- ✓ Rewrite/type a final copy
- ✓ Check final for errors

5

PUBLISHING | Share with Others

Share your writing:

- ✓ Display
- ✓ Submit
- ✓ Publish
- ✓ Read to others