

The Writing Process

PRE-WRITING

- determine your audience
- generate ideas
- limit your topic
- organize your ideas

Pre-Writing

FIRST DRAFT

- get your ideas on paper
- keep your audience in mind
- don't worry about a messy draft

Writing

REVISING

- make sure its unified
- make sure topic sentences make sense
- add or delete information
- make sure thoughts flow logically
- use a revision checklist

Revising

EDITING AND PROOFREADING

- check for correctness
- use editing checklist

Editing and Proofreading

WRITING YOUR POLISHED TEXT

- neatness is essential
- use appropriate font size
- double space your text

Publishing

Congratulations! You have mastered the writing process!