Writing Handout

1. **The Process of Writing** 
   1. Prewriting- is the process of freely exploring ideas, choosing a topic, and gathering and organizing details before you write.
   2. Drafting- is a way to get your ideas down on paper in roughly the format you intend.
   3. Revising- gives you the opportunity to correct any errors and improve your writing’s form and content.
   4. Editing and Proofreading- let you polish your writing. Fixing errors in grammar, spelling, and mechanics
   5. Publishing and presenting allow you to share your writing
2. **Responding to Writing prompts**
   1. Respond directly to the prompt
   2. Make your writing thoughtful and interesting
   3. Organize your ides so that they are clear and easy to follow
   4. Develop your ideas thoroughly by using appropriate details and precise language
   5. Stay focused on your purpose for writing by making sure that each sentence you write contributes to your composition as a whole.
   6. Communicate effectively by using correct spelling, capitalization, punctuation, grammar, usage, and sentence structure
      1. **Prewriting- allow about one fourth of your time for prewriting** 
         1. Identify Key Words- look over the prompt, and identify exactly what you are being asked to do.
         2. Use an organizer- Jot down notes in an easy to ready format. Use a cluster diagram or a two-column chart to lay out your position and several examples. Then jot, down details around each of the examples. Finally use numbers or letters to identify which ideas and points you will use at the beginning, middle, and end.
      2. **Drafting- allow about half of your time for drafting**
         1. Begin with a strong introduction- Here you will express in your own words how you will address the prompt. Try to avoid falling into the trap of simply restating the prompt.
         2. Follow the Directions- in the body of your response, make sure that you follow the directions given in the prompt
      3. **Revising, Editing, and Proofreading- allow a little more than one** fourth of your time to revise, edit, and proofread your work
         1. Fine-Tune your work – after drafting, review your response to make sure that your ideas flow logically. Neatly insert transitions if the connection between one paragraph and the next is not clear. Finally, check that you have used complete sentences and that you have observed the conventions of spelling and mechanics