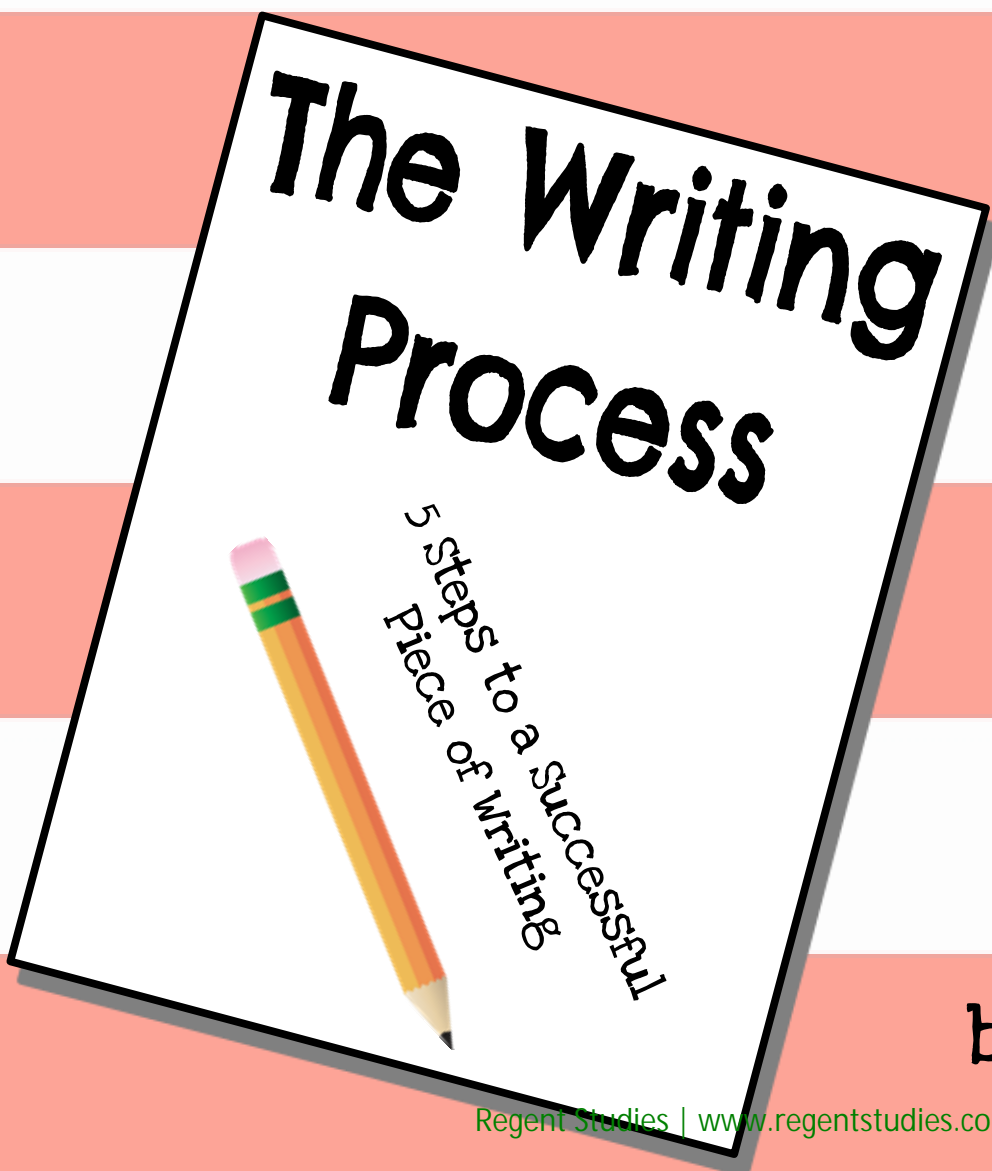


The Writing Process Student Booklet



A 12 page
mini-booklet
to help
students
produce
better writing

Teacher's Notes

Thank you for your purchase! This booklet is designed to help students produce better writing by using the writing process. If your students are anything like mine, they need help remembering the writing process, the steps, and what to do during each step. By using this booklet as a reference, students can easily move through each step of the writing process by themselves.

The booklet is designed so that students can fill in the pages as you teach them about the writing process. I have included the teacher's notes below. You can require students to keep the booklet in their binder or leave them somewhere in the classroom to use when writing.

Before beginning the notes, have students cut out each page. Stack pages on top of each other in number order with the cover page on the top. Use a stapler to staple the edges to create the booklet.

Booklet Notes:

Page 1: The writing process is a process that involves five distinct steps: prewriting, drafting, revising, editing, and publishing. It is known as a recursive process (You may revisit any step at anytime). While you are revising, you might have to return to the prewriting step to develop and expand your ideas.

Page 2: Prewriting is the first stage of the writing process and the point at which we discover and explore our initial ideas about a subject. Prewriting helps us to get our ideas on paper, though not usually in an organized form, and brainstorm thoughts that might eventually make their way into our writing.

Page 3: Quick write, journaling, cluster web, make a list, graphic organizers

Page 4: During drafting, the writer puts his ideas into complete thoughts, such as sentences and paragraphs. The writer organizes his ideas in a way that allows the reader to understand his message. He does this by focusing on which ideas or topics to include in the piece of writing. During drafting, the writer will compose an introduction to the piece and develop a conclusion for the material. At the end of this step of the writing process, the author will have completed a "rough draft."

Page 5: When composing a rough draft, there are a few best practices including (1) not worrying too much about length, (2) following your outline, (3) taking breaks and (4) welcoming feedback.

Page 6: Revision is the stage in the writing process where the author reviews, alters, and amends her or his message, according to what has been written in the draft. Revision follows drafting and precedes editing. Drafting and revising often form a loop as a work moves back and forth between the two stages.

Page 7: Add- When revising, consider adding more details to make your writing more clear to the reader. Rearrange- Is your writing in a order that makes sense to the reader? Do you need to reorganize any sentences or paragraphs? Delete- Are there any words or sentences that do not make sense or could confuse the reader? Substitute- Could you substitute any words to make your writing more descriptive?

Page 8 -Editing involves looking at each sentence carefully, and making sure that it's well designed and serves its purpose. Proofreading involves checking for grammatical and punctuation errors, spelling mistakes, etc.

Page 9- Editing Checklist

Page 10-In this last step of the writing process, the final writing is shared with the group. Sharing can be accomplished in a variety of ways, and with the help of computers, it can even be printed or published online.

Page 11-

give it to your teacher to respond to

read it out loud in class

post it on a bulletin board

submit it for publication in a magazine

send it to someone (e.g. your pen-friend)

publish it on internet

make it into a book for keeping in the school library

The Writing Process



What is the writing process?

The writing process is:

Prewriting Step 1
Prewriting is:

What does prewriting look like?

- -----
- -----
- -----
- -----
- -----

Drafting

Step 2

Drafting is:

4

Tips to consider
when drafting:

5

Revising

Step 3

Revising is:

6

A.R.D.S:

.Add

.Rearrange

.Delete

.Substitute

7

Editing

Step 4

Editing is:

Editing Checklist:

CAPITALIZATION

- ___ Start all sentences with a capital letter
- ___ Capitalize nouns that name specific people, places, and things (proper nouns)

ORGANIZATION

- ___ Sentences should be clear and complete (combine simple sentences without creating a run-on sentence)
- ___ Edit run-on sentences into 2 or more complete sentences
- ___ Check that your partner has included a variety of sentence structures (having different lengths, using various introductory clauses/endings, effective use of transition words)
- ___ Use powerful verbs, specific nouns, and colorful adjectives/adverbs

PUNCTUATION

- ___ Each sentence should end with an appropriate punctuation mark (. ! ?)
- ___ Use commas after introductory clauses and transition words
- ___ Use commas in a series (Larry, Moe, and Curly)
- ___ Use commas before connecting words (and, but, or) in compound sentences
- ___ Punctuate dialogue correctly (Mary said, "I did my homework!")

SPELLING

- ___ Spelling errors
- ___ Check for homonyms and make sure you used the correct form (too or to or two and your or you're)

Publishing

Step 5

Publishing is:

ways to publish
my writing: