

The Writing Process

1 **Planning:** Getting Ready to Write

Choose your topic.

Find out your reason for writing.

Find out your audience.

Find out your format.

2 **Drafting:** Writing Your Ideas in Sentences

Look at your plan as you write.

Don't worry about mistakes.

3 **Revising:** Improving Your Writing

Read your writing to yourself looking at the order of details and word choices.

Read your writing to someone else and think about his suggestions.

4 **Proofreading:** Finding and Correcting Mistakes in Your Writing

Read your writing and check for one type of mistake at a time—punctuation, grammar, and formatting.

5 **Publishing:** Sharing Your Writing with Someone

There are many ways to share your writing: give it to a friend, put it in a book, read it aloud, record it, or mail it to a relative.