LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

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The Writing Process

5 – Step Writing Process	Writers Actions
Step 1: Prewrite (Brainstorm) The process of thinking about your topic and organizing your thoughts before writing them down. Find your ideas; build on them; plan and structure.	▪ Make sure you understand the topic. ▪ Decide on how to write on the topic. ▪ Consider who will read your work. ▪ Brainstorm ideas about the topic using graphic organizers, pictures, and words to organize your thoughts. ▪ Conduct necessary research or discuss your ideas with someone.
Step 2: Draft The process of putting your ideas down on paper without worrying about word count, structure, or grammar.	▪ Put the information you researched into your own words; create your own story. ▪ Write sentences and paragraphs without focusing on them being perfect yet. ▪ Read what you have written; write some more; read it again. ▪ Make sure all of your thoughts are in your writing and you have said everything that was intended.
Step 3: Revise The process of refining, adding to or taking away (word count), and reorganizing your writing to make it stronger. Share your writing with peers, teachers, and family members for input at this stage.	▪ Read what you have written again. ▪ Rearrange words, sentences, and paragraphs, placing them in the most logical order. ▪ Take out or add information; keeping the required word count in mind. ▪ Replace overused or unclear words, focusing on accurate expressions. ▪ Use a thesaurus to expand your vocabulary. ▪ Show your writing to others for suggestions. ▪ Read your writing aloud to ensure it flows correctly.
Step 4: Edit The process of fixing any mechanical, grammatical, and spelling errors in your writing. Check word count. Share your writing with peers, teachers, and family members again for corrections.	▪ Be sure all sentences are complete. ▪ Correct spelling, capitalization, and punctuation. ▪ Change words that are unclear or used incorrectly. ▪ Check for correct subject/verb agreement. ▪ Make sure you are using the correct formatting. ▪ Have someone look over your work again.
Step 5: Publish The process of preparing and sharing your finished copy of your essay with those it was targeted for.	▪ Submit your essay with your application. ▪ Share your final copy with everyone who was involved in helping you complete this task. ~Congratulate yourself!