



@marsden.i...use the writing process for ALL my subjects

8 Steps of the Writing Process

Step 1: ANALYSE THE TASK

- Use the **5 Ws and H** to work out what you need to do in order to successfully complete the task

Step 2: BRAINSTORM

- **Brainstorm the topic** – make a list of any ideas that come to mind that could possibly be included in your writing.
- This can be done in a range of ways including verbal discussion, written dot point lists, concept map, sketches, storyboard etc.

Step 3: PLAN

- Add any **new ideas** to your brainstorming you can think of.
- **Delete/cross out** any ideas which don't add anything to your writing or do not fit in.
- **Number** your ideas in the order you want to use them.
- Write them down as a **list—dot points ONLY**
- **Outline** – what will go in each paragraph in dot points (if applicable)

Step 4: DRAFT

- Write your **first attempt** at the task.
 - Concentrate on **content** rather than spelling, punctuation etc ... these can be fixed later
- (**HINT: Write on every second line and in pencil** to allow room for you to correct your work – make sure you have a **margin** on every pages)

Step 5: SELF EDIT

- **Reread** your work ; **aloud** to yourself or a peer is best!
Ask yourself:
 - Does it make sense?
 - Have I written in complete sentences?
 - Have I used a range of sentence starters?
 - Have I used a range of sentence structures?
 - Have I varied the length of my sentences?
 - Have I used a range of appropriate vocabulary?
 - Are the sentences/paragraphs in the 'best order'?
 - Have I used linking words and sentences?
 - Does my response answer the question/fulfil the task requirements?
 - How could I improve this piece of writing?

- Use the “**Proof Reading and Self-Editing Checklist**” to check your work.

For example you should:

- **check** that you have **all your complete ideas** are separated by a full stop or a capital letter

Step 6 :PEER EDIT (optional)

- **Swap your work with a friend/peer** who will check if you missed anything that needed fixing.
- They **will not fix it**, but **will identify** what you **still need to fix**.
- If you have **awkward sentences**, your **teacher** can help you re-shape them.

Step 7: REDRAFT

- **Rewrite** your paragraph(s) and check that your work is **free from errors**.
- This may be a **second or third draft** or it may be your **final copy**.

Step 8: PROOF-READ your final copy!

- **Read over** and check that your work is **free from any errors**—spelling grammar and punctuation.
- Use the **proofreading checklist** to help you.

(**HINT: Meeting deadlines is very important ; you put your result at risk by failing to submit by the due date!**)



**WORK
in
PROGRESS**

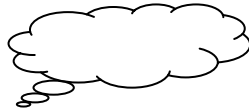
**CHECK BACK
SOON**



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8 Steps of the Writing Process

1. Analyse the task
2. Brainstorm
3. Plan
4. Draft
5. Self Edit
6. Peer Edit (optional)
7. Redraft
8. Proofread your final copy!



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