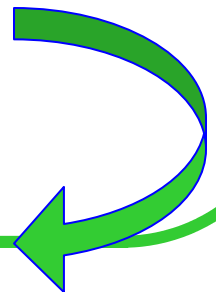


THE PREWRITING STAGE

- ✓ YOU MIGHT FIND AN INTERESTING SUBJECT TO WRITE ABOUT BY **BRAINSTORMING POTENTIAL TOPICS** WITH CLASSMATES, TAKING A PHOTO SAFARI THROUGH A PICTURE ALBUM, REREADING YOUR DOUBLE-ENTRY JOURNAL, SKIMMING A STORY, OR TAKING A NATURE WALK AND OBSERVING YOUR ENVIRONMENT.
- ✓ **GATHER IDEAS** ABOUT YOUR TOPIC TO DECIDE IF YOU CARE ENOUGH TO WRITE ABOUT IT. ORGANIZE YOUR THOUGHTS IN SOME MANNER INCLUDING THROWING AWAY THE IDEAS THAT DON'T FIT.
- ✓ **USE ONE OF THE THINKING MAPS** TO HELP ORGANIZE AND DEFINE YOUR THINKING ON THE TOPIC.



THE DRAFT & DISCOVER STAGE

- ☑ **BEGIN WRITING.** JOT DOWN YOUR IDEAS, USING YOUR PREWRITING NOTES AS THE SKELETON OF YOUR PIECE. DON'T BE SURPRISED IF YOUR WRITING TAKES AN UNEXPECTED TURN; THE ACT OF WRITING OFTEN SPARKS NEW IDEAS.
- ☑ **FOCUS ON CONTENT, NOT MECHANICS.** USE TEMPORARY SPELLING AT THIS STAGE. WE'LL EDIT LATER!
- ☑ **DOUBLE-SPACE EACH LINE** SO THAT YOU CAN REVISE EASILY.
- ☑ **THINK ABOUT YOUR DRAFT.** HAVE YOU TAILORED IT TO YOUR AUDIENCE? DO YOU HAVE ENOUGH INFORMATION ON YOUR TOPIC? ARE YOU READY TO SHARE IT WITH A PEER READER?

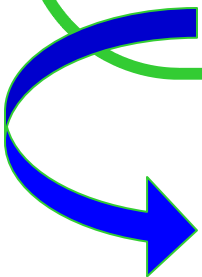
THE REVISING STAGE

- ☑ IT'S TIME TO **RETHINK!** READ YOUR DRAFT ALOUD, SLOWLY, LISTENING FOR PROBLEM AREAS.
- ☑ USE YOUR **6 + 1 TRAIT RUBRICS** TO SEE HOW THE PIECE MEASURES UP IN **I**DEAS AND **C**ONTENT, **O**RGANIZATION, **V**OICE, **W**ORD **C**HOICE, AND **S**ENTENCE **F**LUENCY.
- ☑ **C**ONFERENCE WITH A PEER/TEACHER/PARENT/ANYONE WHO WILL HOLD STILL! REMEMBER, ALL WRITERS NEED FEEDBACK TO SEE HOW THEIR WORK PLAYS TO AN AUDIENCE.
- ☑ **A**DD, **D**ELETE, AND **C**HANGE.
- ☑ **R**EWRITE. YES, IT'S HARD WORK, BUT YOU JUST MIGHT SURPRISE YOURSELF.



THE EDITING STAGE

- ✓ **HAVE YOU SAID EVERYTHING JUST THE WAY YOU WANT IT? GOOD. NOW IS THE TIME TO FOCUS ON MECHANICAL CORRECTNESS. LOOK FOR POSSIBLE ERRORS IN CAPITALIZATION, GRAMMAR, PUNCTUATION, SPELLING, AND PARAGRAPH CONSTRUCTION.**
- ✓ **USE STANDARD PROOFREADING MARKS.**
- ✓ **ANOTHER CONFERENCE IS IN ORDER—A FRESH EYE WILL OFTEN SPOT SOMETHING THE AUTHOR GLOSSES OVER.**
- ✓ **TO MAKE SURE YOU HAVE FOUND ALL THE ERRORS, READ FROM THE END TO THE BEGINNING.**



THE PUBLISHING STAGE

- ☑ PUBLISH YOUR WRITING IN AN **APPROPRIATE FORMAT**. YOU'VE WORKED HARD, AND YOU WANT IT TO LOOK GOOD!

- ☑ **PRESENTATION SHOULD ENHANCE YOUR MESSAGE** RATHER THAN DETRACT FROM IT; CHOOSE GRAPHICS, FONTS, AND ILLUSTRATIONS WISELY.

- ☑ **HAVE YOU...**
 - MADE YOUR WRITING/FONT LEGIBLE?
 - JUSTIFIED YOUR MARGINS AND USED THE CORRECT HEADING AND FOOTERS?

- ☑ **CELEBRATE YOUR WRITING** BY SHARING IT WITH OTHERS AND/OR REFLECTING ON IT IN A JOURNAL ENTRY OR AUTHOR'S NOTE.