**THE FIVE STEPS OF THE WRITING PROCESS**

STEP 1: PREWRITING

*THINK*

* Decide on a topic to write about.
* Consider who will read or listen to your written work.
* Brainstorm ideas about the subject.
* List places where you can research information.
* Do your research.

STEP 2: DRAFTING

*WRITE*

* Put the information you researched into your own words.
* Write sentences and paragraphs even if they are not perfect.
* Read what you have written and judge if it says what you mean.
* Show it to others and ask for suggestions.

STEP 3: REVISING

*MAKE IT BETTER*

* Read what you have written again.
* Think about what others said about it.
* Rearrange words or sentences.
* Take out or add parts.
* Replace overused or unclear words.
* Read your writing aloud to be sure it flows smoothly.

STEP 4: PROOFREADING

*MAKE IT CORRECT*

* Be sure all sentences are complete.
* Correct spelling, capitalization, and punctuation.
* Change words that are not used correctly.
* Have someone check your work.
* Recopy it correctly and neatly.

STEP 5: PUBLISHING

*SHARE THE FINISHED PRODUCT*

* Read your writing aloud to a group.
* Create a book of your work.
* Send a copy to a friend or relative.
* Put your writing on display.
* Illustrate, perform, or set your creation to music.
* Congratulate yourself on a job well done!