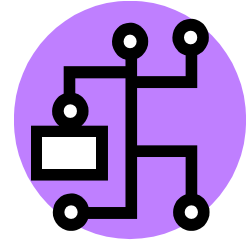


Quick Tip of the Week

Did you know . . .

The writing process has 5 basic steps that are easy to follow. Each step can help you create clear and concise essays that will not only get you a good grade, but will also help you be a better writer! The more you practice each step, the easier the process becomes and the more your writing will improve. The best part about the process is that you can go back to previous steps, or jump to different parts as much as you want. Even though it is called a process, you can redo or repeat as many of the steps as you want until you feel your final product is done. And, you can complete each of these steps on your own or with the help of your instructor, friends, or classmates. Cool, huh?



So, would you like to know the 5 simple steps to better writing? I thought you would. They are:

1. **Prewriting**
2. **Composing**
3. **Revising**
4. **Editing**
5. **Publishing**

Prewriting- When you are writing out a list of topics to choose from, jotting down ideas about your topic, creating an outline of what you want to write, or brainstorming with friends or classmates about your topic, you are working on the first step of the writing process.

Composing- this is the part where you will actually sit down and begin writing. Use all of the notes or outlines you completed in the first step to help with this part. Follow the guidelines for 5-paragraph Essay writing, but also try not to edit your thoughts as you write. You can worry about changing things around later in the process. When you are done with this step, you will have your first draft (also called a rough draft). Remember, this is only the first version of your paper and it will change before you turn in your final paper.

Revising- Here is the part where you get to “clean up” your writing. For this step, focus only on the content of your writing (what you are saying in the essay and how you say it). **DO NOT** look at issues with grammar, punctuation, or spelling. You can get to that later. For now, look at ways in which you can improve the essay. Ask yourself:

- Did I do what my instructor has asked me to do for the assignment?
- Do I have a proper thesis? Is it clear? Do the body paragraphs support my thesis?
- Do I have transitional phrases between paragraphs allowing my reader to move smoothly between ideas/paragraphs?
- Is my writing descriptive enough? Clear enough?
- Did I use all of the right words?
- Did I use both simple and complex sentences to add variety in the reading of my essay?
- Can I word anything differently to make the essay better?
- Are my introduction and conclusion strong?

Editing- NOW you can take the time to look at the “finishing touches” of your essay, such as the punctuation, spelling, and grammar to further improve your final product. Also, take the time now to verify that you are using proper MLA formatting for the paper. Check margins, heading, page numbers, and any citations or bibliography pages (if your assignment requires these final two items). Now you are ready for the final step.

Publishing- This is the final step in the process. Keep in mind, that although you may not be writing your assignments with the hopes of publishing it in journals or magazines, submitting your papers to your Instructors is pretty close to submitting your work to an Editor, so think about this step as providing your work to a publication and always turn in your best! You never know what ideas your instructor may have for your essay once it gets turned in. They may request to use it as an example in later classes or you may chose to use it as part of a scholarship application or writing sample for a Graduate School application a few years from now!

A Writer's Resource: A Handbook for Writing and Research