

# A Writing Process Outline

## Stage 1: Pre-Writing

### Plan for your audience.

What is my purpose for writing? Who will read my writing?  
How do I want them to feel? What do I want them to think?

### Choose a topic that you want to write about.

Don't think about what you want to write as much as write about what you think!

### Narrow your topic down to a single theme or main idea.

Decide on important points you want to make.

### Get the facts.

Decide what information you need to make your writing interesting and correct.  
Decide where you can find the information (e.g. interviews, books, reference works, internet, etc.).

## Stage 2: Writing

Think carefully about your **audience**. Who will be reading this piece, and why will they want to read it? What are their needs?

Be clear about the intended **purpose** of the piece. Are you writing to entertain? Persuade? Inform?

What is your **role** as a writer? Are you a business person? A professional writer? A television writer?

### Start writing!

Focus on your purpose and the main ideas and write fast. Capture as many of your thoughts as you can as fast as you can.

**Don't worry** about neatness, grammar, punctuation or spelling for now. Just let your ideas flow!

## Stage 3: Respond and Rewrite

### Read your draft aloud.

It is good to allow some time to pass before re-reading your draft. Look at the content. Does it clearly say what you want it to? Does each paragraph have a main idea and purpose? Is each idea supported by enough details? Is the whole piece in a logical order?

### Share your writing with someone else.

You may want to have people from different backgrounds read it. Listen carefully to their observations and suggestions. They will help you clarify and improve your writing. You don't have to follow every recommendation, but listen to and honestly consider them. This is hard—learn to do it!

## Stage 4: Proofread and Edit

Look at and correct **punctuation, spelling, and grammar**. Make your **sentence structure** correct—no run-ons, fragments, etc. Be sure your **verb tenses** stay consistent through the piece.

## Stage 5: Publish and Share

**Choose a title** that captures the essence of the piece and catches the reader's interest.

**Create a final draft** that is as neat and presentable as it can possibly be, with all corrections and improvements made. Be sure all margins, headings, sections, etc. and neat and consistent.

**Get the piece to its intended audience.** Class book or anthology, publish in a school newspaper, enter a contest, hand in to the teacher, keep in a personal portfolio, etc. Share it with someone!

