

My goal is to gather facts and key words about my topic by reading books or articles, and reviewing my notes. I'm also using a mentor text as an example of good writing.

The Writing Process: **RESEARCHING**

The Writing Process:
BRAINSTORMING

My goal is to generate ideas, ask and answer questions about my writing piece, sketch and design the setting, characters, and conflict. I'm also selecting strong academic words to use them in my writing.

I'm busy writing. My goal is to get my thoughts and ideas onto paper. I know can fix my mistakes later, so I won't let anything distract me or stop my progress.

The Writing Process: **DRAFTING**

The Writing Process: **ORGANIZING**

My goal is to organize my ideas. I can use or make a graphic organizer, decide which ideas to include and which to leave out, group ideas into topics or developing a sequence of events.

My goal is to make my ideas stronger and my story or thoughts clearer. I'm replacing weak or repeated words, layering in details, and improving the organization of ideas.

The Writing Process: **REVISING**

The Writing Process:
COLLABORATING

My goal is to work with a partner. We're reading our writing pieces out loud to each other, asking questions and giving feedback. I listen with an open mind and appreciate the help.

My goal is to share my writing with an audience. I'm adding the final touches today. I feel good about how much hard work I've put into my writing and can see my improvement.

The Writing Process: **PUBLISHING**

The Writing Process: **EDITING**

My goal is to proofread and fix my capitalization, punctuation, grammar, and spelling errors.

Revision: ADD DETAILS

- ☐ Did you include what your character sees? Hears? Smells? Touches?
- ☐ Thinks? Says? Feels?
- ☐ Add transition words.
- ☐ Did you include examples and explanations that make your ideas clear?

Revision: REMOVE

- ☐ Did you stay on topic? Remove any sentence that is off topic.
- ☐ Remove unnecessary or repeated words and sentences.
- ☐ Search for and remove unnecessary filler words such as: just, like, really, very, so, and then.

Revision: MOVE

- ☐ Are your ideas in the right place? Move any words, clauses, and sentences that seem out of place.
- ☐ Move a word, group of words, a sentence, or a group of sentences to make your ideas clearer to the reader.

Revision: SUBSTITUTE

- ☐ Highlight any boring or vague words and replace them with stronger, more vivid or specific words.
- ☐ Swap out simple or basic words for stronger vocabulary words that you have learned.

Editing: CAPITALIZATION

- ☐ The first word in each sentence
- ☐ Proper Nouns: Names and Specific Places
- ☐ The pronoun I

Editing: ORGANIZATION

- ☐ Is your story organized from beginning, middle, and end?
- ☐ Are your ideas grouped together logically? Move or remove any sentences that don't belong.
- ☐ What heading or title could you give each section or paragraph?

Editing: PUNCTUATION

- ☐ Read your writing aloud (or use text to speech). When you took a breath, did you include either a comma or a period?
- ☐ Highlight every time you used the word AND. Could you put a period there instead?
- ☐ Look for and fix unintentional run-ons and fragments.

Editing: SPELL CHECK

- ☐ If your story is typed, run Spell Check
- ☐ If your story is handwritten, circle any words you aren't sure are spelled correctly. Check the proper spelling with a dictionary, word wall, or friend.

Revise Your Writing With ARMS

- ☐ **Add details**
- ☐ **Remove** repeated or unnecessary words and off-topic sentences
- ☐ **Move** any words, sentences, or ideas that seem out of place
- ☐ **Substitute** boring words for better ones

Editing Your Writing With COPS

- ☐ **Capitalization:** Did you capitalize proper nouns and the first word of a sentence?
- ☐ **Organization:** Are your ideas grouped together? Does your story follow time order?
- ☐ **Punctuation:** Does each sentence have punctuation? Fix fragments and run-ons.
- ☐ **Spelling:** Are your words spelled correctly? Use spell-check or resources to help.

Revise Your Writing With

- ☐ **DELETE** repeated or unnecessary words
 - ☐ **REARRANGE** words, phrases, or clauses
 - ☐ **ADD** connectors like conjunctions, transition words, or punctuation.
 - ☐ **FORM** new verb endings
 - ☐ **TALK** it out. Does it sound right? Is it smooth when read aloud?

Revise Your Writing With DRAFT

- ☐ **DELETE** repeated or unnecessary words
- ☐ **REARRANGE** words, phrases, or clauses
- ☐ **ADD** connectors like conjunctions, transition words, or punctuation.
- ☐ **FORM** new verb endings
- ☐ **TALK** it out. Does it sound right? Is it smooth when read aloud?