

**APPENDIX A
THE WRITING PROCESS**

The Writing Process is a five-step method designed to help students select, combine, arrange, and develop ideas in effective sentences, paragraphs, and longer pieces of writing. Each step of the process should be modeled, guided, and supported by the teacher on a daily basis. These steps are not a linear progression but are cyclical in nature, allowing the writer to return to any stage of the process at any time.

***Prewriting**

The writer selects a purpose, audience, and suitable topic. A variety of strategies may be used to explore ideas and develop a plan for writing. These may include: brainstorming, researching, mapping, clustering/webbing, creating a time line, inquiring, surveying, journaling, free-writing, discussing, drawing, interviewing, note-taking, or other techniques.

***Drafting**

The student writes ideas freely and creatively without worrying about punctuation, mechanics, or spelling.

***Revising**

The writer adds, rearranges, removes, and/or substitutes to improve the clarity, content, and organization of the draft.

***Editing**

The writer proofreads the revised copy for sentence structure and agreement, word usage, capitalization, punctuation, and spelling.

***Publishing**

The writer produces a final proofread copy to be shared with an audience. Sharing may include a writers' bulletin board, reading papers aloud, partner reading, holding an authors' party, creating booklets or collections of work for the individual, the classroom, or the school, and giving dramatic presentations.