

# The Writing Process

## Pre-writing

- Choose topic
- Identify your purpose and audience
- Generate ideas and gather information
- Begin to organize information
- Decide the main point you wish to express

## Writing a Draft

- Grab your reader's attention
- Provide background
- State your main points, your support, and your elaboration
- Follow a plan of organization
- Wrap up with a conclusion

## Revising and Editing

- Evaluate your draft
- Revise the draft to improve content, organization and style

## Publishing

- Proofread your final draft
- Publish, or share, your finished writing with readers
- Reflect on your writing experience

## Revision and Editing

R	A	D	R
REPLACE	ADD	DELETE	REORDER
...words that are not specific ...words that are overused ...sentences that are unclear.	...new information ...descriptive adjectives and adverbs. ...rhetorical or literary devices.	...unrelated ideas. ...sentences that sound good but create unity problems. ...unnecessary details.	...to make better sense of to flow better. ...so details support main ideas.

## Writing a Cause-and-Effect essay

**Directions:** The box below contains a writing frame for cause/effect text structure. The words in the writing frame are organized to guide the writer toward constructing a cause/effect paragraph.

- Draft a cause/effect paragraph by writing relevant information in the blanks. The words in italics require the writer to choose one of two words or phrases.
- Refer to a list of cause/effect signal words and phrases if other word options are needed to better fit the particular paragraph you are drafting.
- Record the final version of the paragraph in the blank space.

### Cause and Effect Paragraph

\_\_\_\_\_ is influenced by \_\_\_\_\_. Since \_\_\_\_\_ happened,  
then \_\_\_\_\_. Therefore, \_\_\_\_\_. This provides explanation for  
\_\_\_\_\_ and \_\_\_\_\_. The impact is  
\_\_\_\_\_.

**Directions:** The box below contains a writing frame for compare/contrast text structure. The words in the writing frame are organized to guide the writer toward constructing a compare/contrast paragraph.

- Draft a compare/contrast paragraph by writing relevant information in the blanks. The words in italics require the writer to choose one of two words or phrases.
- Refer to a list of sequence compare and contrast signal words and phrases if other word options are needed to better fit the particular paragraph you are drafting.
- Record the final version of the paragraph in the blank space.

### Compare and Contrast Paragraph

There are several differences between \_\_\_\_\_ and \_\_\_\_\_. They \_\_\_\_\_

In contrast to \_\_\_\_\_, \_\_\_\_\_ has \_\_\_\_\_. Unlike \_\_\_\_\_,

\_\_\_\_\_ does not \_\_\_\_\_. On the other hand, \_\_\_\_\_

# Informative Essay

An **Informative Essay (Expository Writing)** provides information about a clearly defined topic. Each point is fully supported and elaborated.

1. Introduction (state subject)

2. Thesis Statement

3. Supporting Point 1 (Evidence)

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4. Supporting Point 2 (Evidence)

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5. Supporting Point 3 (Evidence)

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6. Conclusion

### Persuasive Essay

A persuasive essay requires a clear statement of opinion, evidence supporting that opinion, and responses to possible objections. This template will help you organize your notes.

**Introduction** (identify issue)

**Statement of opinion** (thesis)

**Reasons**

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**Supporting evidence**

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**Objections**

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**Possible responses**

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**Conclusion**

**Directions:** The box below contains a writing frame for problem/solution text structure. The words in the writing frame are organized to guide the writer toward constructing a problem/solution paragraph.

- Draft a problem/solution paragraph by writing relevant information in the blanks. The words in italics require the writer to choose one of two words or phrases.
- Refer to a list of problem/solution signal words and phrases if other word options are needed to better fit the particular paragraph you are drafting.
- Record the final version of the paragraph in the blank space.

### Problem/Solution Paragraph

\_\_\_\_\_ present(s) a dilemma that is \_\_\_\_\_. The problem is \_\_\_\_\_

\_\_\_\_\_. This *has/have* occurred because \_\_\_\_\_.

A resolution *is/was* possible. To solve *it/this*, it *will be/has been* necessary to

\_\_\_\_\_. The solution(s) include(s) \_\_\_\_\_.

Directions: The box below contains a writing frame for description text structure. The words in the writing frame are organized to guide the writer toward constructing a description paragraph.

- Draft a description paragraph by writing relevant information in the blanks. The words in italics require the writer to choose one of two words or phrases.
- Refer to a list of description signal words and phrases if other word options are needed to better fit the particular paragraph you are drafting.
- Record the final version of the paragraph in the blank space.

### Description Paragraph

Have you ever \_\_\_\_\_? \_\_\_\_\_ *has/have* very interesting characteristics.

*It/they has/have* \_\_\_\_\_. For instance, *it/they has/have* \_\_\_\_\_

which enhances \_\_\_\_\_. *It/they also* \_\_\_\_\_. For these

reasons, \_\_\_\_\_.

**Directions:** During the reading process, record text information

**STEP 1: Selection Process**

- Place notes with text relevant details under the “Relevant Details” column.
- Move relevant text notes to the “Irrelevant Details” column on the right when further text-reading determines that it is no longer relevant.
- Place notes with main ideas under the “Main Idea” column.

**STEP 2: Reduction Process**

- Move notes from the “Main Idea” column to the “Summary Information” column on the right when further text-reading determines that it represents the overarching idea of the text.
- Prioritize notes in the “Summary Information” column by ranking them from:
  - the most significant main text idea at the top.
  - the least significant main text idea at the bottom.

SUMMARIZATION			
Details		Main Idea	Summary Information
Relevant	Irrelevant		

**STEP 3: Summary Statement**