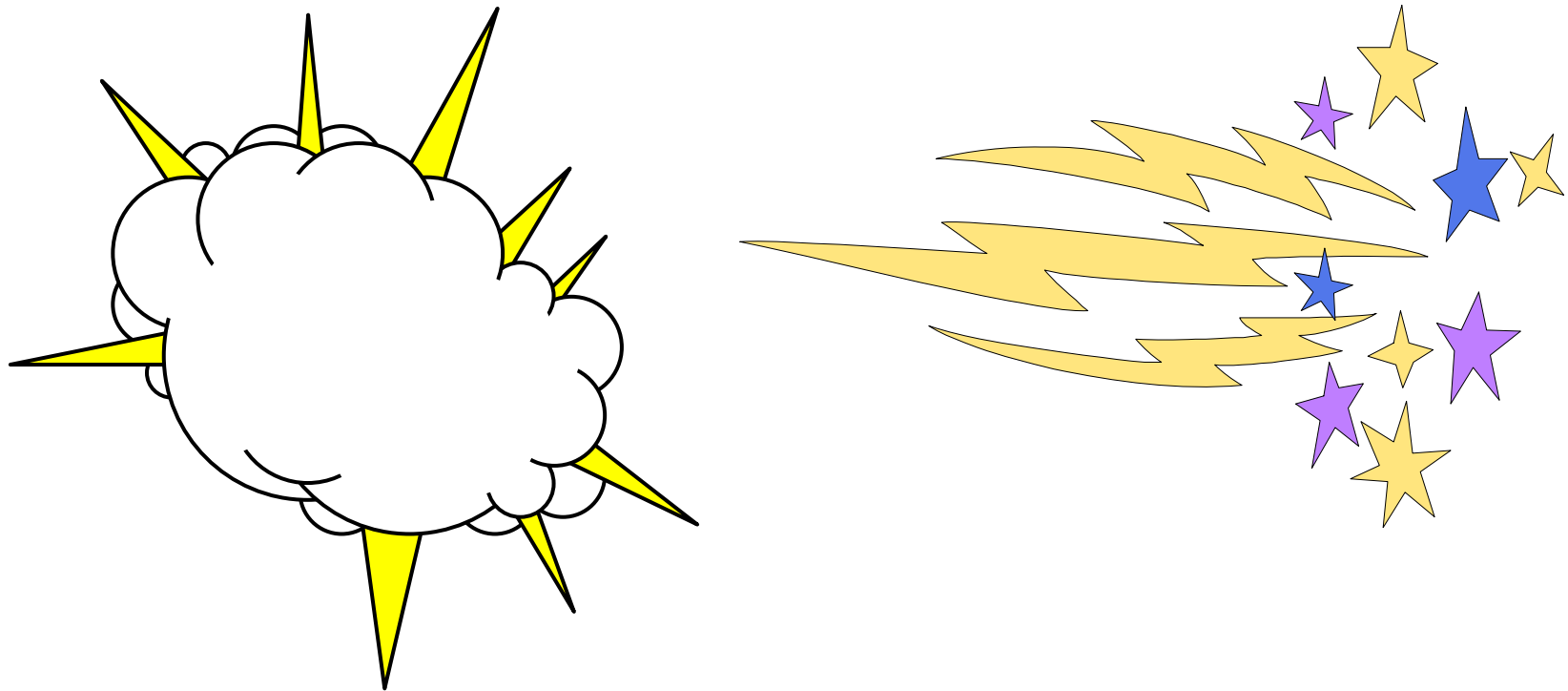
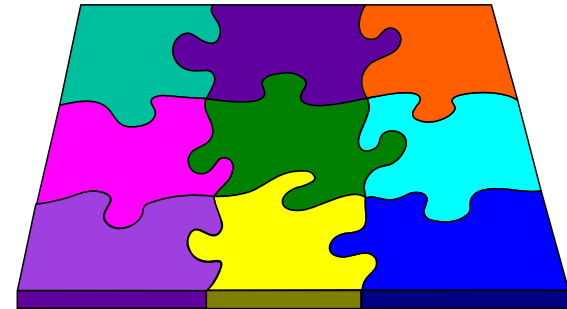
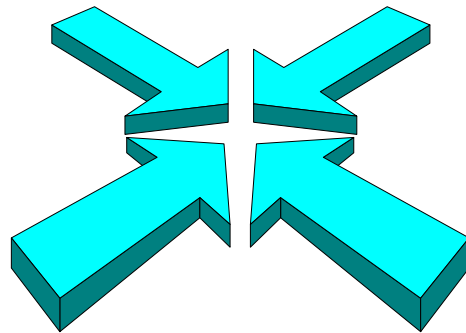
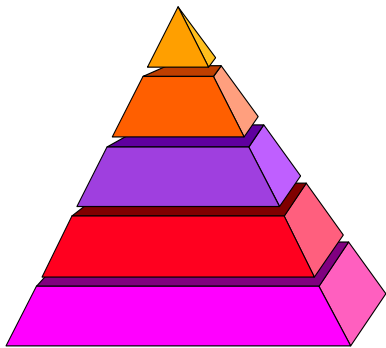


Brainstorming



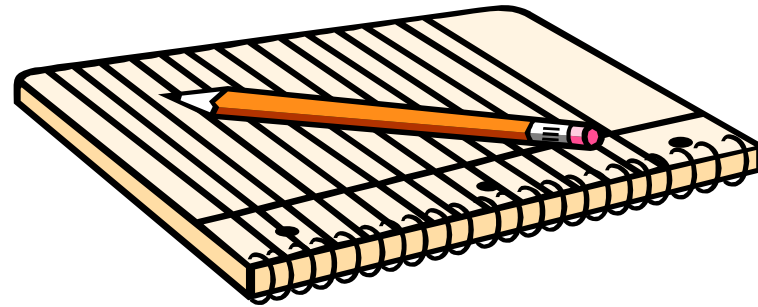
1. Figure out which brainstorming technique works best for YOU!
2. There are several techniques: free-writing, focused free-writing, making a list, asking questions, talking to someone else about the topic, and more.

Organizing



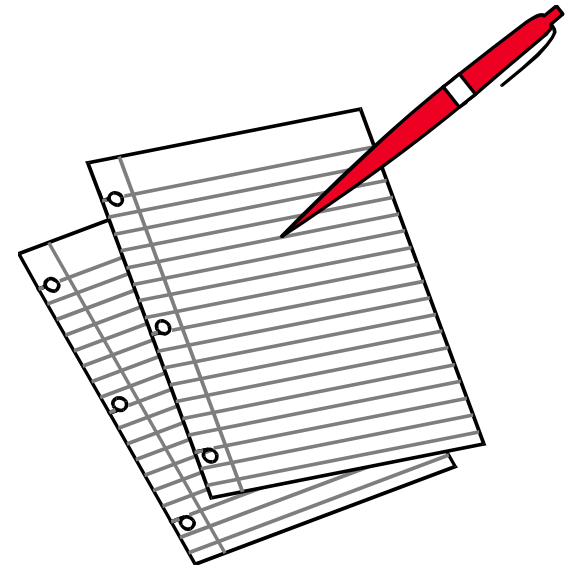
1. Who is your reader/audience?
2. What is your purpose for writing? Do you want to inform, persuade, or argue?
3. What is your main message to the reader? What do you want the reader to know, think, or feel?
4. Review the different techniques for organizing information: spatial, directional, order of importance, order of occurrence, etc. *Choose the technique that best fits your topic.*
5. Writers with certain conditions, such as ADHD, might benefit more from a particular style of organizing. Not all styles will be useful.
6. Keep your topic manageable – not too big, not too small. Too big: *Education around the world.* Too small: *How to use a clipboard.*

Rough Draft



1. Start to write about your topic. If you get stuck, separate each aspect of your topic onto separate pages and focus on one aspect at a time. You can throw out **later** whatever you don't like.
2. Start anywhere. You can go back and write the introduction last if you like. I always do!
3. Use your writing plan/outline/web – whatever organizing tool you have created in Step 2.
4. Focus on your main points and their supporting details. This is the BIG picture.
5. **DO NOT PROOFREAD YET!** Spelling, grammar, and mechanics do NOT count at this point. You will fix them later at the Proofreading step.

Revising a Draft



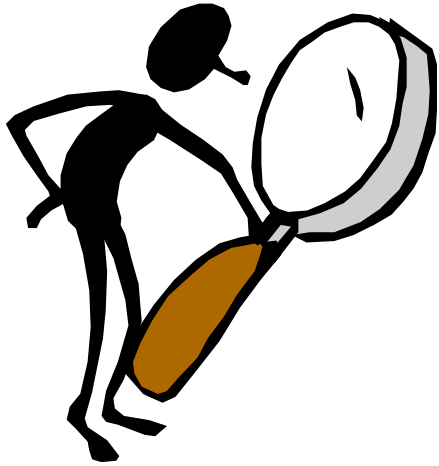
1. You are revising for **CONTENT** and **IDEAS**. Look at how your ideas connect and convey your message. This is the time to ask if everything makes **SENSE**.
2. Take your notes from your peer/teacher conference, and look at ways to improve the way you are expressing your ideas. This is **NOT** about spelling, punctuation, or grammar; this is about your ideas!
3. Be prepared to throw out entire paragraphs if that is what your paper needs. Don't get attached to anything in your paper except what makes good writing.
4. Be careful not to "revise" your paper into an entirely **NEW** paper. You are revising, not creating anew.

Feedback



1. Give your draft to a friend, classmate, or teacher to read.
2. Take notes on their comments. Really focus on LISTENING and not on *defending* your work.
3. Read your writing out loud to yourself.
4. Be W I D E open to suggestions, but remember that not ALL suggestions will be useful for you.
5. Feedback focuses on the writing and how to make it clearer/better. Avoid other types of comments.
6. Be prepared to throw out much of your work. (This is why we DON'T proofread yet!)

Proofreading



For
And
Nor
But
Or
Yet
So

“IC” means Independent Clause.

IC + IC ÷ Fanboys = comma

Sarah was late, and she forgot her lunch.

Sarah was late and forgot her lunch.

Plural

The students all forgot their pencils. Where are the *students'* pencils?
The student forgot her pencils. Where are the *student's* pencils?

Their, there, they're

Their pencils are over *there*.
They're on the table.

Dependent Clause and “Front Shifter”:

IC + DC = NO comma

DC + IC = comma

Maryam came late *because her car broke down*.

Because her car broke down, Maryam came late.

Independent clause

dependent clause

dependent clause

independent clause

1. NOW we are going to look at grammar, mechanics, spelling, etc.!
2. Use your spelling check on your computer. Use your dictionary to check the meanings of words.
3. Try reading your paper *backwards*, *out loud*, or *let a friend read it out loud to you*.

Publishing



- Buy blank books and make your own book!
- Use your imagination to illustrate your book with bright colors or muted shades.
- Dedicate your book to someone.
- Submit your writing to a magazine, competition, or your local newspaper.
- Enter writing contests.

- Publish your writing on the internet.
- Create your own web page.
- Send your letter in the mail.
- Keep a journal.
- Read it to your family.

