

# THE WRITING PROCESS

## QUESTIONS TO CONSIDER

NUMBER

1

### PREWRITING

WHAT DO I WANT TO SAY?  
HOW DO I WANT TO SAY IT?  
WHO WILL READ MY WRITING?  
WHO CAN I TALK TO ABOUT MY IDEAS?

NUMBER

2

### DRAFTING

ARE MY THOUGHTS ORGANISED?  
WHICH IDEAS DO I WANT TO DEVELOP?  
IN WHAT ORDER DO I WANT TO SAY THEM?  
WHO CAN READ THIS AND OFFER  
SUGGESTIONS?

NUMBER

3

### REVISING

HAVE I READ WHAT I HAVE WRITTEN?  
ARE MY DETAILS CLEAR?  
SHOULD I ADD OR REMOVE PARTS?  
HAVE I USED THE BEST IDEAS AND WORDS?  
IS MY WRITING IN A SENSIBLE ORDER?  
WHAT SUGGESTIONS HAVE OTHERS MADE?

NUMBER

4

### EDITING

HAVE I USED COMPLETE SENTENCES?  
ARE MY SPELLING, CAPITALISATION, AND  
PUNCTUATION CORRECT?  
HAS SOMEONE CHECKED MY WORK?  
DO I HAVE A CORRECT AND NEAT COPY?

NUMBER

5

### PUBLISHING

SHOULD I ILLUSTRATE IT AND DISPLAY IT?  
SHOULD I BIND IT IN A BOOK?  
SHOULD I READ IT OUT LOUD?  
CAN I PLACE IT IN A CLASSROOM LIBRARY?  
WILL I POST IT ON A CLASS BLOG?