

The six steps of the writing process

Process writing

When we write, we do more than just put words together to make sentences. Good writers go through several steps to produce a piece of writing.

Pre-writing

STEP ONE: Choose a topic. Before you write, your teacher gives you a specific assignment or some ideas of what to write about. If not, choose your topic yourself.

STEP TWO: Gather ideas. When you have a topic, think about what you will write about that topic.

STEP THREE: Organise. Decide which of the ideas you want to use and where you want to use them. Choose which idea to talk about first, which to talk about next, and which to talk about last.

Drafting

STEP FOUR: Write. Write your paragraph or essay from start to finish. Use your notes about your ideas and organisation.

Reviewing and revising

STEP FIVE: Review structure and content. Check what you have written. Read your writing silently to yourself or aloud, perhaps to a friend. Look for places where you can add more information, and check to see if you have any unnecessary information. Ask a classmate to exchange texts with you. Your classmate reads your text, and you read his or hers. Getting a reader's opinion is a good way to know if your writing is clear and effective. Learning to give opinions about other people's writing helps you to improve your own. You may want to go on to step six now and revise the structure and content of your text before you proofread it.

Rewriting

STEP SIX:

Revise structure and content. Use your ideas from step five to rewrite your text, making improvements to the structure and content. You might need to explain something more clearly, or add more details. You may even need to change your organisation so that your text is more logical. Together, steps five and six can be called *editing*.

Proofread. Read your text again. This time, check your spelling and grammar and think about the words you have chosen to use.

Make final corrections. Check that you have corrected the errors you discovered in steps five and six and make any other changes you want to make. Now your text is finished!

Steps five and six can be repeated many times.

The Structure of a Paragraph

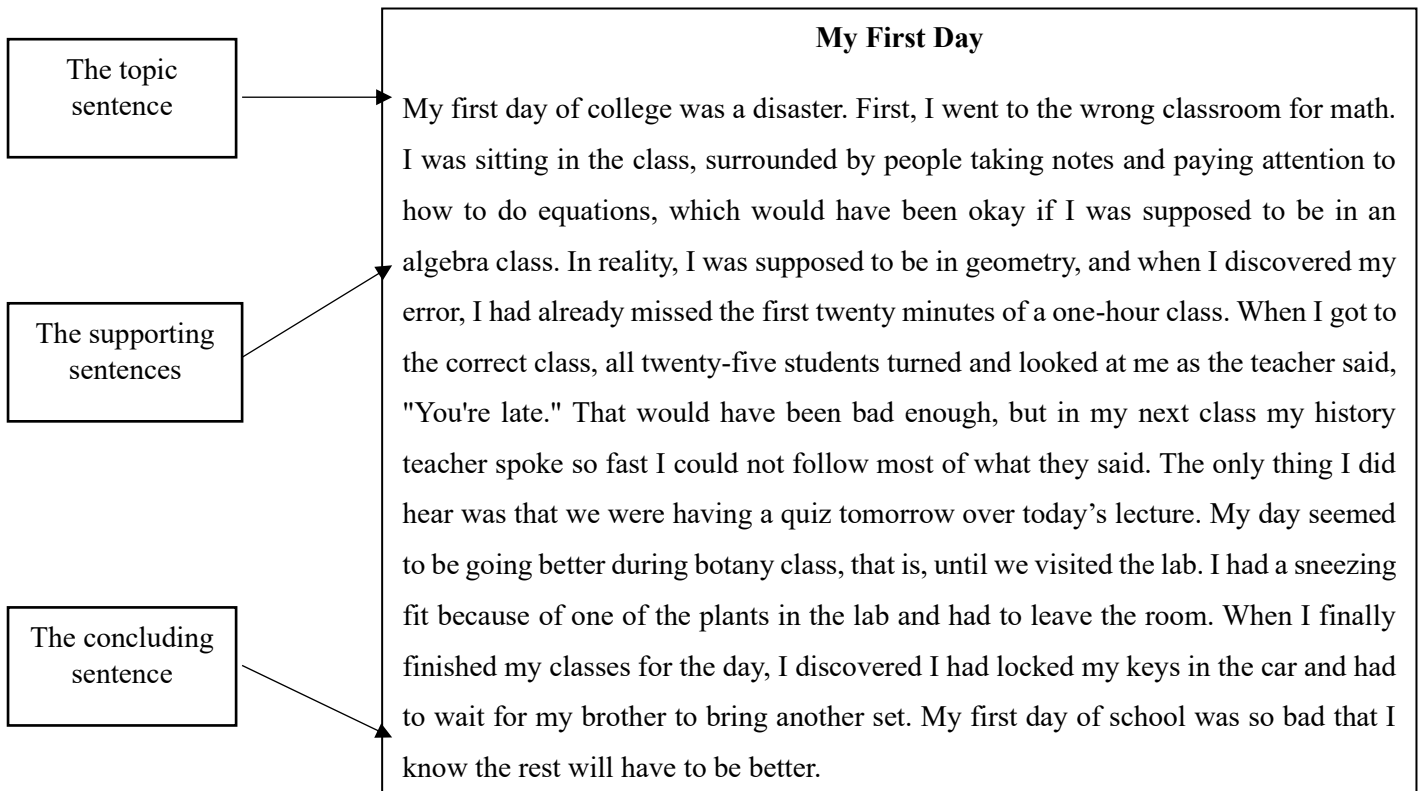
What is a paragraph?

It is a group of sentences about a single topic. Together, the sentences of the paragraph explain the writer's main idea about the topic. In academic writing, a paragraph is often between five to ten sentences long., but it can be longer or shorter, depending on the topic. The first sentence of a paragraph is usually indented (moved in) a few spaces.

Paragraph Organisation

A paragraph has three basic parts:

1. **The topic sentence.** this is the main idea of the paragraph. It is usually the first sentence of the paragraph, and it is the most general sentence of the paragraph.
2. **The supporting sentences.** these are sentences that talk about or explain the topic sentence. they are more detailed ideas that follow the topic sentence.
3. **The concluding sentence.** this may be found as the last sentence of a paragraph. it can end a paragraph by repeating the main idea or just giving a final comment about the topic.



The development of a paragraph

after you have chosen a topic and written a topic sentence, you develop your main idea by adding more information to explain what you mean. This will explain three common ways to develop a paragraph: giving details, giving an explanation, and giving an example.

Details

details are specific points that tell more about a general statement. Read this brochure from a health club. Notice the details that help develop the paragraph.

You will love working out at the Atlas Health Centre, and you will love what it does for you! We have state-of-the-art exercise equipment in large, air-conditioned rooms. You can work out alone or with the help of one of our professional personal trainers. If you like exercising with friends, join an aerobics or swimming class, or even try kickboxing! Our staff nutrition experts are always on hand to talk with you about health issues. when you have finished, you can relax with a whirlpool bath or sauna. Come and exercise with us at Atlas, and you will soon be feeling strong and looking good.

Explanation

An explanation tells the reader what something means or how something works. In this paragraph, indicate the topic sentence, supporting details, and the concluding sentence.

“A stitch in time saves nine”. My grandmother, who likes sewing, used this simple saying to teach me the value of working on problems when they are still small. Originally, the saying referred to sewing, if you have a small hole in a shirt, you can repair it with one stitch. But if you wait, the whole will get larger, and it will take you nine stitches. this simple sentence reminds me to take care of small problems before they become big problems.

Example

An example is a specific person, place, thing, or event that supports an idea or statement. This paragraph includes an example from the writer’s own experience. Indicate the topic sentence, supporting details, and the concluding sentence in the following paragraph.

The internet has revolutionized communication and information sharing. For example, it allows people to communicate with each other instantly, regardless of distance. Before the internet, people had to rely on letters, phone calls, or faxes to communicate with each other. These methods were slow and expensive, and they often required people to wait days or even weeks to receive a response. The internet has made it possible for people to communicate with each other instantly and for free, regardless of where they are in the world. It also provides access to a vast amount of information. People can use the internet to learn about new things, research topics of interest, and stay informed about current events. The internet has had a profound impact on the way we communicate, learn, and interact with each other. It is a powerful tool that can be used for good or for bad, but it is undeniable that it has revolutionized our world.

Review

Read these statements. Write T (true) or F (false). If the statement is false, change it to make it true. Then compare your answers with a partner.

- a. Details give more specific information than the topic sentence
- b. An explanation tells the reader what something is or how it works
- c. A detail is usually a short, personal story
- d. The concluding sentence uses the same words as the topic sentence
- e. The concluding sentence should finish the paragraph with a new idea