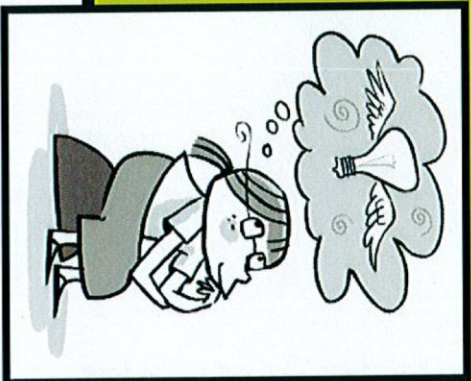


# Prewriting

## Think about it!

- ❖ Think about a topic
- ❖ Make a writing plan
- ❖ Draw pictures
- ❖ Gather ideas and thoughts

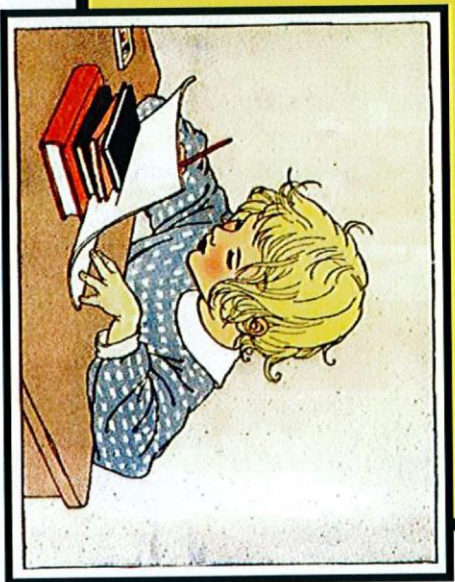




# Drafting

## Write It Down

- ❖ Put thoughts, feelings, and ideas down on paper.
- ❖ Don't worry about spelling, grammar, or punctuation.





# Revising

## Make it Better

### A.R.M.S.

**ADD** – What does the reader need to know?

**REMOVE** – What unnecessary information needs to be taken out?

**MOVE AROUND** – Is the information in logical order?

**SUBSTITUTE** – What words or details can be replaced to make it clearer or more vivid?





# Editing

## Make It Correct

- Spelling
- Capitalization
- Punctuation
- Grammar
- Sentence Structure
- Word Usage

EDITING MARKS	
^	Insert a word, letter, or phrase
⌫	Delete
≡	Capitalize
/	Change to lower case
⌚	Insert period
^	Insert comma
∨	Insert an apostrophe
⌵	Insert quotation marks
#	Insert space
⌵	Close up space
↔	Transpose letters or words
¶	Start a new paragraph
Ⓢ	Check spelling
⌵	Move right
⌵	Move left



# **Publishing**

## **Share it with others**



- ⌘ **Read — aloud**
- ⌘ **Make it into a play or puppet show**
- ⌘ **Bind it into a book**
- ⌘ **Display it**
- ⌘ **Record it on tape**