

The Writing Process – Task 1

You can use this list to help you review the four main steps of the writing process for Task 1. Note that you will **not** be able to bring this on test day.

Key Steps of Writing Task 1	
Brainstorming	
<ul style="list-style-type: none">• Divide your notepaper into parts (depending on the number of instructions).	<div><ul style="list-style-type: none">•••</div>
<ul style="list-style-type: none">• Spend 2-3 minutes making notes on the instructions.	
Making an Outline	
<ul style="list-style-type: none">• Select your best ideas for each instruction.	
<ul style="list-style-type: none">• Include approximately one paragraph for each instruction.	
<ul style="list-style-type: none">• Plan the overall organization of your response.	
Writing	
<ul style="list-style-type: none">• Write an appropriate greeting.	
<ul style="list-style-type: none">• Write an opening line if needed.	
<ul style="list-style-type: none">• Write (typically) a paragraph for each instruction.	
<ul style="list-style-type: none">• Include a topic sentence, supporting statements, and a concluding sentence.	
<ul style="list-style-type: none">• Include transitions to connect sentences and paragraphs.	

Checking Your Work

- Check word choice, punctuation, grammar, tone, and transition words.
- Check to see if you have met the word count.
- Check to see if the information included is related to the topic.
- Check to see if you have repeated yourself.
- Give variety to the words you have used.