

The Writing Process – Summary

You can use this checklist to help you with the four main steps of writing. Note that you will **not** be able to bring this on test day.

Key Steps of Writing
Brainstorming
<ul style="list-style-type: none">• Make notes of ideas (good or bad) to stimulate your imagination.
Making an Outline
<ul style="list-style-type: none">• Select your best ideas.
<ul style="list-style-type: none">• Plan the overall organization of your response.
Writing
<ul style="list-style-type: none">• Turn your ideas into sentences and paragraphs.
<ul style="list-style-type: none">• Have a topic sentence, supporting details, and concluding sentence in each paragraph.
<ul style="list-style-type: none">• Separate your paragraphs; indent the first sentence or leave a space between paragraphs.
Checking Your Work
<ul style="list-style-type: none">• Check spelling, punctuation, and grammar.