

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).	<table><tr><td>•</td></tr><tr><td>•</td></tr><tr><td>•</td></tr></table>	•	•	•
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<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.