



CANADIAN DREAM
LANGUAGE TRAINING CENTRE



THE WRITING PROCESS



Intermediate level





THE WRITING PROCESS



Writing is a long and winding process. In managing this process, there are certain steps that you can take every time you begin an assignment.

The following words are important for understanding the writing process. Match each word with the correct definition:

- | | |
|--------------|--|
| a. Step | 1. to check a piece of writing for errors |
| b. Topic | 2. a group of related sentences |
| c. Gather | 3. one thing in a series of things to do |
| d. Organize | 4. subject; what the writing is about |
| e. Paragraph | 5. to change or correct a piece of writing |
| f. Essay | 6. a short piece of writing |
| g. Proofread | 7. to arrange in a clear, logical way |
| h. Edit | 8. to find and collect together |



THE SIX STEPS OF WRITING PROCESS

When we write, we do more than just putting words together to make sentences.

Pre-writing

STEP 1. Choose a topic

STEP 2. Gather ideas

STEP 3. Organize

Drafting

STEP 4. Write

Reviewing and revising

STEP 5. Review structure and content

Rewriting

STEP 6. Revise structure and content

Proofread

Make final corrections



PRE-WRITING



STEP 1. Choose a topic. Before you start writing, your teacher gives you a specific assignment or some ideas to write about. If it is not the case, choose the topic yourself.

STEP 2. Gather ideas. When you have a topic to write, think about what you will write about that topic.

STEP 3. Organize. Decide which of the ideas you may want to use and how to make use of them. Select the ideas you want to write about first, next, and last.

DRAFTING

STEP 4. Write. Write your paragraph or essay from start to finish. Use your notes about the ideas and their arrangement.



REVIEWING AND REVISING

STEP 5. Review structure and contact. Check what you have already written. Read your writing silently to yourself or aloud, perhaps to a friend. Look for the sentences where you can add some more information, and check to see if you have any useless information. Ask a classmate to exchange texts with you. Getting a reader's opinion is a good way to know if your writing is clear and effective.

REWRITING

STEP 6. Revise structure and content. Use your ideas from step 5 to rewrite your text and make some improvements to the structure and content. Altogether, Step 5 and 6 can be called EDITING.

Proofread. Read your text again. This time check your spelling and grammar, and the word choice.

Make final corrections. Check that you have corrected the errors you discovered in steps 5 and 6 and make any other changes you want to make.

NOW YOUR TEXT IS FINISHED!!!

Note: You can repeat steps 5 and 6 many times.



Complete this chart by summarizing the six steps of the writing process

Pre-writing

- **STEP ONE:** Choose a
- **STEP TWO:** Gather
- **STEP THREE:** Decide



Drafting

- **STEP FOUR:** Write



Reviewing and revising

- **STEP FIVE:** Check



Rewriting

- **STEP SIX:**
May need to ...
 - explain
 - add
 - change

Steps and may be many times.

CHOOSING AND NARROWING A TOPIC

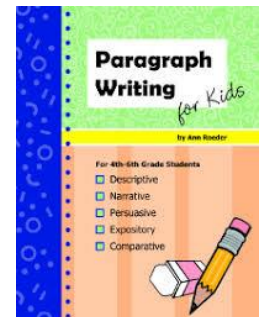


A **paragraph** is a group of *five to ten sentences* that give information about a topic. Before you start writing, you must choose a topic for your paragraph.

- Choose a topic that isn't too narrow. *For example*, you won't have much to write about the topic **'The names of my groupmates'**.
- Choose a topic that isn't too broad or general.

A broad topic will have too many ideas for just one paragraph. *For example*, the topic **'School'** is too general to write about. Instead, a student could narrow this topic by choosing one aspect of schools.

- Schools**
- *secondary schools in my country*
 - *popular school clubs*
 - *university admission exams*



PRACTICE TIME 😊

Choose three topics from this list. Narrow each of the three down to a paragraph topic. Then compare with a partner.

- a. festivals
- b. friends
- c. my country
- d. dancing
- e. cars

For example:

Spring festivals in my homeland

Your answers start here:

Answer Key

Introduction: Process Writing

The writing process

1

- a. 3 b. 4 c. 8 d. 7
e. 2 f. 6 g. 1 h. 5

Review

3

Pre-writing

- Step one: Choose a *topic*.
- Step two: Gather *ideas*.
- Step three: Decide *which ideas you want to use and where to use them*.

Drafting

- Step four: Write *your paragraph or essay*.

Reviewing and revising

- Step five: Check *what you have written*.

Rewriting

- Step six: May need to ...
 - explain *something more clearly*
 - add *more details*
 - Change *your organisation*.

Steps 5 and 6 may be *repeated* many times.

KEEP

PRACTISING

