

Name _____

Date _____

The Writing Process

Use the text to answer each question below.

1. The first step in the writing process is planning. It's not good to build anything before having a plan. Same with writing. To begin, make sure you can answer the following questions:

1. **Task:** What am I being asked to write?
2. **Audience:** Who will read/hear my piece?
3. **Purpose:** What do I hope to accomplish by writing?

Remember, this is the time to brainstorm, where you can find more information about your topic. Make a list of whatever comes to mind. Use as many words, phrases or sentences you can think of.

You've been asked to write a list of instructions on how to make a peanut butter sandwich for your younger sister. Which of the following answers the 3 planning questions you need to begin answering this prompt?

A. Task: write a short story

Audience: your best friend

Purpose: to make her laugh

B. Task: write instructions

Audience: your little sister

Purpose: to learn to make a peanut butter sandwich

C. Task: write an apology

Audience: your mother

Purpose: to apologize for breaking a plate

D. Task: write a grocery list

Audience: yourself

Purpose: to get ingredients for a peanut butter sandwich

2. So what to do with all your initial ideas? Try putting them into an order or format that makes sense.

This is called outlining.

Here is a basic example of an outline. Follow this sequence of information that you will include in your essay.

I. Introduction

- a. creative opening/hook
- b. main point of essay (or your thesis)

II. First Main Idea

- a. example 1
- b. example 2

III. Second Main Idea

- a. example 1
- b. example 2

IV. Conclusion

According to this passage, what is another name for the main point of your essay?

- A. creative opening
- B. introduction
- C. conclusion
- D. thesis

3. You've planned and organized, now it's time to write! This is when you put your ideas into paragraph form. The best approach is to write as much as possible without stopping or correcting mistakes. Remember, it's OK if you make mistakes. You'll get to make your piece better in the next step: editing.

According to this passage, what is the best approach when you are writing?

- A. Write as much as possible.
- B. Write only a few sentences at a time.
- C. Make sure to stop writing to correct your spelling.
- D. Make sure to keep track of your mistakes.

4. When you edit, you look over the draft you wrote carefully, and you read it like an editor. That means keeping an eye out for any mistakes and fixing them. You may find errors in spelling, grammar and punctuation. If you're unsure how to correct the spelling of a word, you can look it up in the dictionary.

Which of the following is an example of editing?

- A. changing the order of your paragraphs B. adding more descriptions
C. correcting any spelling errors D. studying grammar rules

5. How do you revise your writing? You read it as a reader and a writer, paying attention to your purpose and how effective you are at achieving it. You may want to add descriptive language, delete irrelevant details or change the way you sequenced your paragraphs. Think about your audience and revise with their questions in mind. Be clear and don't repeat yourself. Try reading it aloud to hear how your sentences flow. Are there a lot of short sentences? See if you can vary the length of sentences in your revised draft.

Read the following passage.

Many people like living in tiny houses. They claim tiny houses are cozy. They say tiny houses are better for the environment.

Which of the following is the best revision of this passage?

- A. Many people like living in tiny houses.
Many people claim tiny houses are cozy.
Many people say tiny houses are better for the environment.
- B. Many people like tiny houses, claiming they're cozy and better for the environment.
- C. They like them because they're cozy and better for the environment.
- D. Tiny houses are better for some people for some reasons.