

PREWRITING

Time to think

*What do I want to say?
How do I want to say it?
Who is my audience?*

DRAFTING

Time to write it down

*How am I going to write this?
In what order do I want to say
things?*

REVISING

Time to improve my writing

*Have I read what I have written?
Should I add or take out parts?
Does my writing make sense?*

PROOFREADING

*Time to check on my spelling
Are there any words that don't
look right?
Have I asked someone else to read
my work?*

EDITING

Time for little fix ups

Have I put in correct punctuation?

*Have I got capital letters and
full stops?*

*Have I acted on any suggestions
made by others?*

PUBLISHING

Time to share my writing
Should I illustrate my work?
Should I bind it in a book?
Should I type it up on the
computer?