

The Writing Process

Here are the basic steps of the writing process. Knowing these steps and following them will help you become a better writer.

Step 1: Prewriting/Planning

First choose a topic. Then plan and organise what you are going to write. You can use a mind map or graphic organiser to help you plan and organise your ideas.



Step 2: Drafting

Write a rough draft of your ideas. Do not worry too much about making mistakes. You can correct them later. Just write!



Step 3: Revising

Get other readers' responses to what you have written. Make revisions based on their comments and your own ideas to improve your draft. Think about what to add, what to cut and what to change.



Step 4: Proofreading/Editing

Read your revised draft carefully and look for mistakes in grammar, spelling, capitalisation and punctuation. Correct any mistakes that you find. Then get other readers to help you find errors that you have missed.



Step 5: Publishing/Presenting

Complete your final copy. Share it with others by publishing it or presenting it.



Note

Sometimes you need to go through the earlier steps several times before a piece of writing is ready for publishing or presentation.