



**Choose a topic.** Before you write, your teacher gives you a specific assignment or some ideas of what to write about. If not, choose your topic yourself.

**Gather ideas.** When you have a topic, think about what you will write about that topic.

**Organize.** Decide which of the ideas you want to use and where you want to use them. Choose which idea to talk about first, which to talk about next, and which to talk about last.

**Write.** Write your paragraph or essay from start to finish. Use your notes about your ideas and organisation.

**Review structure and content.** Check what you have written. Read your writing silently to yourself or aloud, perhaps to a friend. Look for places where you can add more information, and check to see if you have any unnecessary information. Ask a classmate to exchange texts with you. Your classmate reads your text, and you read his or hers. Getting a reader's opinion is a good way to know if your writing is clear and effective. Learning to give opinions about other people's writing helps you to improve your own.

**Revise structure and content.** Use your ideas from step five to rewrite your text, making improvements to the structure and content. You might need to explain something more clearly, or add more details. You may even need to change your organisation so that your text is more logical. Together, steps five and six can be called editing.

**Proofread.** Read your text again. This time, check your spelling and grammar and think about the words you have chosen to use.

**Make final corrections.** Check that you have corrected the errors you discovered in steps five and six and make any other changes you want to make. Now your text is finished!

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