

1

Prewriting



Prewriting is the first step in the writing process. This step creates space for thinking and brainstorming.

2

Planning



Once you have developed your ideas and know what you want to write (as well as who you are writing to, and why you are writing), your next step is to plan how you will present those ideas.

3

Drafting



After all of that thinking and planning, it is time to begin writing. Do not worry about grammar, spelling, or even formatting at this stage. Drafting is all about getting your words onto a page. When drafting, remember to focus on your ideas and what you want to say.

4

Revision



Revision is where you read through your writing and make changes. This might mean changing the order of a few sentences, deleting sentences or writing a few more, reorganizing your ideas, adding more evidence, rewriting a section, and so on.

5

Editing and Proofreading



Once you have revised your writing, editing and proofreading focus on the small details. When you edit and proofread, you look for the little things, such as spelling errors, formatting, punctuation, sentence structure, and word choice.

6

Sharing and Reflecting



Share your writing with your audience. Every time that you write, you are connecting with others, thinking critically, developing new ideas, and expressing those ideas. Reflect on how far you have come, what you have learned, and where you will go next.

What is the writing process?

There are six steps in the writing process. Note that you might not need all six steps every time that you write. It is important to think about your purpose and audience and to then decide which steps you will need to use.

