**II. Steps of the Writing Process:**

**Outlining, Drafting, Revising, Re-writing, and Editing**

There are generally five recognized stages in the writing process:

**Step 1: Outlining (Creating a plan)**

*Think and Decide.*

* Make sure you understand your topic.
* Brainstorm ideas about the topic. When you brainstorm for ideas, you will try to come up with as many ideas as you can.
* Make an outline to help organize your ideas.

Outlining improves writing. A simple outline for a short paragraph might look like this:

**Topic Sentence**

A. First Supporting Point

These are equal in importance and written in parallel form.

B. Second Supporting Point } **→**

C. Third Supporting Point

**Concluding Sentence**

**Step 2: Drafting**

*Write.*

* Put the information using your own words and following your outline.
* Write sentences even if they are not perfect.
* Write until you cover the topic.

**Step 3: Revising**

*Revise.*

* Read what you have written again.

**Step 4: Re-writing**

*Rewrite to make it better.*

* Rearrange words and sentences if it is necessary.
* Take out or add parts.
* Replace overused or unclear words.

**Step 5: Editing**

*Make it Correct.*

* Be sure all sentences are complete.
* Correct spelling, capitalization, and punctuation.