

# I. Prewriting Ideas

To plan your writing, you could do one or more of the following:



**Focus**  
What is your specific purpose?  
Who is your audience?



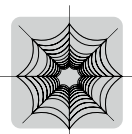
**Imagine**  
What would you tell someone about your topic?



**Brainstorm**  
List lots of ideas.  
Decide which ones you will use.



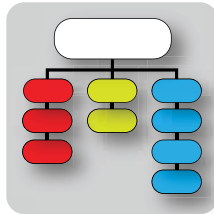
**Draw**  
Draw a picture or diagram of your topic.



**Web**  
Draw lines between ideas to connect them.

# II. Drafting ideas

During your writing, think about the following:



**Organization**  
Are your ideas in a logical order?



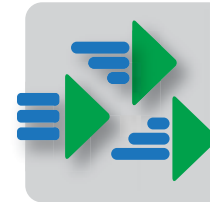
**Clarity**  
Have you said what you want to say? Will your audience understand what you are saying?



**Development**  
Do you need to add more details? Do you need to take some out?

# III. Revising and Editing

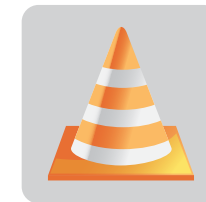
To review your writing, think about the following:



**Transitions**  
Are your transitions appropriate to link sentences and paragraphs?



**Punctuation, Grammar, Spelling, Capitalization**  
Have you made sure your writing is free of errors?



**Sentences**  
Have you varied your sentence patterns?



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