

<p>Prewriting</p>	<p>Prewriting is a time of preparation to write the first draft, a comprehensive procedure that initiates the writing process. It helps students generate and explore ideas, consider options, and do the thinking necessary to frame the pattern of their writing in their minds. Prewriting activities are designed to enable students to think through the task ahead: to find something to say and to consider ways of saying it; to consider their purpose for writing; to envision their audience. The long range goal is to provide students with many techniques to draw upon when they begin their writing.</p>
<p>Types of Writing</p>	<p>Writing does not occur in a vacuum; we write for a reason and with an audience in mind. We choose a form – either narrative, imaginative, informative, or functional – through which to communicate, to interpret our experience for someone else or to interpret someone else's experience for ourselves. We explore, invent, and talk to ourselves on paper as we consider topic, purpose and audience, as we try out ideas. Students need to write for varied audiences, for varying purposes, in a variety of forms.</p>
<p>Revision</p>	<p>Often satisfied with a first draft, students must be guided to see that revision is discovery, that in the act of revision itself we discover what it is we want to say in our writing. Revision is an ongoing dialogue with oneself as one moves within the writing process to change, improve, and clarify writing to ensure that it conveys its intended message. Revision is the deliberate reworking of material to fulfill the writer's purpose, and such reworking means making changes in content, organization, and style to increase the clarity and coherence of the writing. While revising, writers collaborate with others to reshape ideas as needed, rewriting to suit their intended purpose, form, and audience.</p>
<p>Editing/ Proofreading</p>	<p>Editing is the final step in clarifying and correcting a piece of writing for an audience to read. At the earlier stages of writing, the emphasis is on content, organization, and style. At the editing stage of the writing process, students read their piece closely to check for any mechanical errors before writing their final copy, proofreading for spelling, punctuation, capitalization, grammar, and usage as well as handwriting, neatness, and general appearance</p>
<p>Publishing/ Sharing</p>	<p>Writing is a public act, meant to be shared with many audiences. As student share their writing in a variety of ways, they develop pride in their work and a sense of competency in their ability to communicate through written language. Motivation to write is greatly increased when students have many opportunities to read their writing to others, publish their writing in a variety of forms, or present and display their writing in a variety of ways. Sharing writing with others invites and encourages response. Whole class, peer, or teacher share sessions and conferences provide the opportunity for students' work to be read aloud for enjoyment and give writers the chance to help and support each other.</p>