

Process writing

3 Take a quiz! First guess the correct answers. Then read the paragraphs below to check your guesses.

- a. "Process writing" means
- writing in English.
 - writing with a word processor.
 - writing in several stages (steps).
- b. Before you begin to write, you should
- finish the homework for your other classes.
 - get some ideas.
 - ask your friends for help.
- c. Your teacher may ask you to read a classmate's paper and answer some questions about it. This is because
- you can learn a lot by reading your classmate's assignment.
 - your teacher is too busy to read all the students' papers.
 - you are a better writer than your classmate.
- d. Your teacher may ask you to write another draft. This is because
- your teacher can't think of any new assignments.
 - the first time, your paper was bad.
 - you can make your paper better by making some changes.
- e. Before you hand in your paper for a grade, you should
- ask your teacher to give you a good grade.
 - check it carefully.
 - put some pretty stickers on it.

- a. Musicians practice their pieces many times before a concert. Athletes work out before a competition. In the same way, good writers go through several stages when they write. "Process writing" will guide you through these stages so your final paper is really your effort.
- b. The first stage of process writing is getting ideas. In this course, you will learn and practice several different ways to get ideas. Try them all and see which way works best for you.
- c. An important stage in process writing is sharing your writing. You can see how other writers like you handled the same assignment, and you can get some good ideas from them. You can also see how well someone else understands your ideas.
- d. After you finish your assignment, put it away for some time. When you look at it again, you may have new ideas. Your classmates may help you find new ideas, too. Writing your paper again (called "revising") gives you the chance to improve your paper.
- e. Before you give your teacher your paper, check it carefully. Read it out loud. Does it sound natural? Did you forget any words? Did you remember to write the heading correctly? Does your paper look neat? Remember to give your teacher your best effort!