

THE WRITING PROCESS

STAGE	DEFINITION	TIPS FOR THE WRITER
Prewriting	Brainstorm ideas and organize your topic.	<ul style="list-style-type: none"> ★ Think about what you want to say. ★ Talk about your ideas with a friend to find a main idea. ★ Use a list or web to organize your ideas.
Drafting	Create a rough copy of your writing.	<ul style="list-style-type: none"> ★ Write your ideas in order. ★ Read your work out loud and note places where you stumble. ★ Ask a friend for his or her feedback.
Revising	Improve your writing.	<ul style="list-style-type: none"> ★ Try out different beginnings and endings. ★ Use quotes or add dialogue. ★ Include descriptive words. ★ Add detail to develop important parts.
Editing	Proofread your work.	<ul style="list-style-type: none"> ★ Make sure you have complete sentences, correct spelling, and necessary capitalization and punctuation. ★ Reread to see if each sentence makes sense. ★ Ask a friend to proofread your work.
Publishing	Create a clean final copy.	<ul style="list-style-type: none"> ★ Type your writing or copy it neatly onto new paper. ★ Think of an interesting title. ★ Share your writing.

EDITOR'S MARKS

^	Insert a word, letter, or phrase.
↶	Delete.
≡	Capitalize.
/	Change to lower case.
⊙	Insert a period.
^,	Insert a comma.
∇	Insert an apostrophe.
“ ”	Insert quotation marks.
#	Insert space.
○	Close up space.
↻	Transpose letters or words.
¶	Start a new paragraph.
SP	Check spelling.

Write like it matters, and it will!

Does your sentence have SWAG?

- S**tarts with a capital letter
- W**ritten neatly
- A** space between each word
- G**iven punctuation at the end

Capitalization

pronoun "I" I	beginning of a sentence I today is sunny.
months of the year J anuary S unday days of the week	Titles of Work Books Magazines Newspapers Movies/Plays
names of people or things T ommy L uke C oca C ola	names of places A merica W almart P ine P ark

Revise

Use **GREEN** Pen



A Add sentences and words

R Remove unneeded words or sentences

M Move a sentence or word placement

S Substitute words or sentences for others

Edit

Use **RED** Pen



C Capitalization: sentences, names, places, months, titles, I

U Usage: match nouns and verbs correctly

P Punctuation: . ? ! , " "

S Spelling: check all words, use your resources

Stretch a Sentence!

Who?

My beautiful fish
Is Doing What?
My beautiful fish
swam in her tank.

When?

All day long, my beautiful
fish swam in her tank.

Where?

All day long, my beautiful
fish swam in her tank in my room.

Why?

All day long, my beautiful
fish swam in her tank in my
room because she was happy.

Good Writing

Has all of these traits...

- ✓ **Ideas** that are interesting and important.

✓ Main Idea ✓ Details ✓ "Showing" ✓ Purpose ✓ Surprises



- ✓ **Organization** that is logical and effective.

✓ Leads ✓ Endings ✓ Sequencing ✓ Pacing ✓ Transitions



- ✓ **Voice** that is individual and appropriate.

✓ Topic ✓ Feelings ✓ Individuality ✓ Personality ✓ Appropriateness



- ✓ **Word Choice** that is specific and memorable.

✓ Verbs ✓ Modifiers ✓ Memorable ✓ Accurate ✓ Appropriate



- ✓ **Sentence Fluency** that is smooth and musical.

✓ Beginnings ✓ Length ✓ Expression ✓ Effects ✓ Structure



- ✓ **Conventions** that are correct and communicative.

✓ Punctuation ✓ Capitalization ✓ Paragraphing ✓ Spelling ✓ Grammar



Writing Narratives

Story's Title	Catchy title that relates to what the story is about.
Main Characters	Who is the story mostly about? What are some of their character traits ?
Other Characters	Introduce other people in the story that play a role in the life of the main character(s). How do their character traits affect the main character?
Setting	Describe the setting, remember to use sensory details to help the reader feel and see what the characters are experiencing.
Problem	What are the obstacles and challenges the main characters have to overcome.
Rising Actions	Introduction of the problem, this should be gradual build-up to the climax. Minor problems or setbacks for the main character followed by some small resolutions. Struggles and road blocks the main character faces while trying to accomplish a goal. Create turns and twists leading to a climax.
Climax	The turning point of the story. This is where the most action is, and should be fast paced, exciting, and suspenseful to read.
Falling Actions	Tension, suspense, and drama begin to ease. Things start to fall into place. How things unfold after the climax. Characters work together to resolve conflicts, and outcomes are revealed.
Resolution	There is a final outcome, all loose ends are tied up. Endings should leave the reader feeling satisfied, even if the ending is not a happy ending. All questions should be answered.

Just because you are writing an essay, doesn't mean you can forget how to write a paragraph! Each paragraph should consist of a single topic, or a single main idea. When you move onto another thought, move to another paragraph!

Parts of a Paragraph

Topic Sentence: This sentence tells the reader the main idea, or what the paragraph will be about.

Supporting Sentence One: This sentence gives specific details relating to the main idea.






Supporting Sentence Two: This sentence gives another specific detail relating to the main idea.

Supporting Sentence Three: This sentence gives more specific details relating to the main idea.

Concluding Sentence: This sentence refers to the topic sentence and sums up the main idea of the paragraph.

Creative Hook

TO WRITE A CREATIVE HOOK, You Can:

-  **Use action** to make your readers feel like they are involved in your story.
-  **Use a "word picture"** to describe the setting. Tell your readers about where the story takes place to make them feel like they are actually there.
-  **Ask a question** to make readers think. Not a boring question, but one that makes your readers want to learn more.
-  **Use an interesting fact** to help "reel in" your readers.
-  **Use a conversation.** Let your readers hear what is being said to draw them into your story.

DIFFERENT WAYS TO END A STORY

- ☐ Take the reader back to the beginning of the story.
- ☐ Surprise the reader with something unexpected.
- ☐ Make the reader feel a strong emotion, such as joy or sadness.
- ☐ Leave the reader guessing about something.
- ☐ Make the reader laugh.
- ☐ End with a quote that will make the reader think.
- ☐ Ask the reader a question.

Writing Complete Sentences

A sentence is a complete thought that is made up of a subject and a predicate.

The **subject** tells who or what the sentence is about.

The **simple subject** is just the noun or pronoun.

The **complete subject** is the noun or pronoun and its modifiers.

The **predicate** tells what the subject is or does.

The **simple predicate** is just the verb.

The **complete predicate** is the verb and its modifiers.

The spotted green frog jumped into the pond.

Complete sentences are very important!

Types of Sentences

Simple

A simple sentence contains a subject and a predicate. This is called an independent clause.

The spotted green frog jumped into the pond.

Compound

A compound sentence contains two or more independent clauses joined by a coordinating conjunction.

The spotted green frog jumped into the pond, and he splashed water on me.

Complex

A complex sentence has an independent clause and a dependent clause.

When the hawk flew overhead, the spotted green frog jumped into the pond.

Sensory Details, Vivid Verbs, & Awesome Adjectives



adorable
adventurous
aggressive
annoying
beautiful
clumsy
confident
considerate
excitable
glamorous
grumpy
helpful
important
intimidating
obnoxious
odd
talented
thoughtless
timid
handsome

bright
clear
distinct
drab
elegant
filthy
gleaming
grotesque
long
magnificent
muddy
precious
sparkling
spotless
strange
unsightly
unusual
valuable

brave
calm
cheerful
comfortable
courageous
determined
eager
elated
encouraged
energetic
enthusiastic
excited
exuberant
fantastic
fine
healthy
joyful
pleasant
relieved

angry
annoyed
anxious
ashamed
awful
bewildered
bored
clumsy
confused
defeated
defiant
depressed
disgusted
disturbed
dizzy
embarrassed
envious
frightened
hungry
lonely

big
colossal
enormous
gigantic
great
huge
immense
large
little
long
mammoth
massive
mini
minuscule
puny
short
tall
teeny
tiny

ancient
brief
early
fast
late
modern
old
quick
rapid
short
slow
swift
young

"WRITING
IS THE
PAINTING
OF THE
VOICE!"
VOLTAIRE

Describe what the character senses!
SENSORY DETAILS

Paint a picture by:



- Using the five senses to create imagery.
- Using a thesaurus to add interest with vivid verbs.
- Using adjectives to add interest and make sure the reader knows what you're describing.

POINT OF VIEW

First Person: The story is told by a character in the story. (I, Me, My, We)

Third Person Limited: The story is told by a narrator outside the story, that has insight into how 1 character thinks and feels. (He, Him, She, Her, Them, They)

Third Person Omniscient: The story is told by a narrator outside the story, that has insight into how all the characters think and feel. (He, Him, She, Her, Them, They)



Who is Telling
the Story?

Examples of Vivid Verbs (Strong Verbs)

Verbs are words that show action or state of being.

allows	describes	illustrates	provides
attempts	determines	implies	reflects
attributes	discloses	includes	reinforces
bares	endeavors	indicates	remains
carries	epitomizes	involves	represents
combines	establishes	lacks	responds
contains	exemplifies	occurs	reveals
contributes	exists	pictures	revolves
conveys	exposes	points out	serves
creates	expresses	portrays	shows
demonstrates	heightens	promises	specifies
depicts	illuminates	proves	uncovers

state of
being
VERBS

am
is
are
was
were
be
being
been

Transition Words

Order Words:
first, next, then, last, finally

To Compare To Things:
in the same way, similarly, likewise, like, as, and also.

To Summarize or Conclude:
as a result, finally, in conclusion, therefore, last, and in summary.

To Show Location:
above, across, against, along, among, around, behind, below, beneath, beside, between, by, down, in back of, in front of, inside, into, near, off, on top of, outside, over, throughout, to the right, under.

To Add Information:
again, also, another, and, besides, for example, for instance, next, finally, as well, along with.

To Show Time:
about, after, at, before, during, first, second, third, until, meanwhile, today, tomorrow, yesterday, next, soon, later, finally, then, as soon as, when.

To Contrast Things:
but, yet, otherwise, however, on the other hand, still, although, and even though.

To emphasize a Point:
again, for this reason, and in fact.

Transitions
and

transitions
words are
important!

Don't be
repetitive.

Use a
variety of
transitions
between

sentences, &
between
paragraphs.

Narrative Techniques

Character Traits, Dialogue, Figurative Language, Better Words

DESCRIPTIVE WORDS

Large	Fast	Said	Hard
big colossal enormous gigantic huge massive substantial tremendous	accelerated active agile brisk nimble quick speedy swift	asked called exclaimed remarked replied responded stated told	challenging complicated demanding grueling puzzling rigid tough tricky
Happy	Kind	Small	Walk
blissful cheerful delighted elated glad jolly jovial joyful	benevolent considerate courteous helpful loving patient sweet thoughtful	diminutive little miniature minute petite teeny tiny wee	hike march pace saunter shuffle stroll strut wander
Funny	Easy	Run	Sad
amusing comical entertaining gleeful hilarious humorous whimsical witty	apparent carefree effortless manageable obvious simple snap uncomplicated	dart dash jog race rush scamper scurry sprint	dejected depressed disheartened forlorn gloomy glum joyless unhappy

see	mean	ask	very	choose
behold detect examine glimpse note notice observe recognize spot view witness	combative cruel disagreeable discourteous hostile hurtful malicious ornery quarrelsome unpleasant vicious	beseech implore inquire petition propose question request seek solicit summon urge	decidedly exceedingly extremely genuinely highly immensely particularly remarkably tremendously truly uncommonly	adopt appoint cast designate determine elect extract name nominate pick select

amazing	find	give	important	think
astonishing astounding bewildering breathtaking dazzling eye-opening shocking spectacular startling stunning surprising	acquire ascertain detect discover encounter locate obtain pinpoint procure spot unearth	award bequeath bestow contribute deliver dispense donate entrust grant offer present	critical crucial essential fundamental meaningful momentous paramount prized significant valuable vital	assume conclude consider deem estimate imagine presume reckon suppose surmise suspect

Dialogue	3 ways to Use Dialogue
At the Beginning	"The car is red," he said.
At the End	He said, "The car is red."
On Both Sides	"The car," he said, "is red."

FIGURATIVE LANGUAGE

- METAPHOR**
a comparison that does not include the words *like* or *as*
- SIMILE**
a comparison that includes the words *like* or *as*
- HYPERBOLE**
extreme exaggeration used to make a point
- PERSONIFICATION**
the act of giving human qualities to animals or inanimate objects
- IDIOM**
an expression whose meaning is different from the meaning of its individual words
- ONOMATOPOEIA**
a word whose sound suggests its meaning
- UNDERSTATEMENT**
a statement that is weakened to convey a stronger meaning
- ALLITERATION**
the repetition of a consonant sound at the beginning of words
- IMAGERY**
vivid description that includes details that appeal to the senses
- CLICHÉ**
an expression or phrase used so often it becomes stale and loses meaning
- SYMBOL**
an object that stands for an idea

Character Traits

You can find character traits by looking at what a character **says**, thinks, **does**, & how they **feel**.



Common Traits: Careful, Worried, Nervous, Determined, Curious, Helpful, Selfish, Sensitive, Adventurous, Calm, Respectful, Clever, Generous, Humble, Responsible, Loving, Dependable, Patient, Strict, Silly, Kind, Funny, Rude, Shy, Honest, Loyal, Bossy, Lazy, Smart, Jealous, Vain, Bold, Brave