Plan Write Edit Make final copy

1. PLAN—Come up with ideas, then organize them. Think about your topic before you write.

Who will read your writing? Are you writing on a topic? Writing about a book? Writing a narrative? Writing a story? What do you want the reader to know or think about?

Brainstorm

- <u>Talk</u>. Talk about your topic to a friend. Tell all the ideas that come to mind. Listen to your friend's ideas.
- Write. Write down words that have to do with your topic. Write down describing words (adjectives) and action words (verbs). Write your words in a word web.
- **Draw**. Draw things that remind you of your topic.

Free Write

Write about your topic even if you don't know what to write. **Just write whatever comes into your head** for 2 minutes. Do not pick up your pen to stop. Just keep writing and see what ideas come out!

Organize

Look for the main ideas in your notes; then look for the details. Use a chart or organizer to help sort ideas.

- Use a **sequencing organizer** if you are writing a narrative, describing a process (how-to), or writing a story. Tell what happens first, next, and last.
- Use an **emphasis organizer** if you are writing about your opinions or trying to persuade the reader. State the main idea first. Then tell the most important detail next. Then add another detail that is less important. Finally, sum up your ideas in general.
- Use a **story map** if you are writing a story. Include characters, setting, plot, and conflict.

Talk about it

Tell your topic and idea to someone before trying to write it down.

WRITE—Now you can write your paragraph.

Tell your main idea first in the topic sentence. Then support it with details. Keep in mind the first draft can be changed later.

3. **EDIT**—Check and fix your sentences.

First, make sure your sentences make sense. Put them in the right order. Check grammar. Make sure there is a topic sentence. Be sure there are enough details.

Then, use "COPS" to check:

Capitalization

Overall appearance

Punctuation

Spelling

4.—Create a final copy.

Be neat. Read it out loud. Share your work with others.

These tips on the writing process are taken from **Brainfuse**: one of the nation's leading online tutoring providers. Brainfuse is available through the library. For more information, click on "**Learn At Home**" on the Pima County Public Library website. www.library.pima.gov

Live Tutoring with Brainfuse—Does your child need help with a writing assignment? Your child can connect with an online tutor to get help with a homework problem, revise a draft of a paper, and much more. Whatever your child types and draws, the tutor sees, and vice versa. If you aren't available to help your child with their homework for any reason, the professional Brainfuse tutors are available. Brainfuse is available through the library. For more information, click on "Learn At Home" on the website. www.library.pima.gov

Writing Lab with Brainfuse—In addition to connecting with a live tutor through Brainfuse, your child can also use the Writing Lab or Send Question options. The Writing Lab is used to send in an outline or a draft of a paper or essay that your student has written. One of the writing tutors will then review your child's paper to provide feedback and suggestions for how it can be improved. Your child can use this feedback to edit and improve their paper. Improving one's writing takes plenty of time, practice, and hard work, so encourage your child to complete a draft of their assignment well in advance so that they have plenty of time to use the Writing Lab to help improve their writing.