

## Unit

# 1

## Writing Process

### Unit Goal

Writing a paragraph using the writing process

### Key Points

Brainstorming, Outlining, Drafting, Revising, Editing

## A paragraph

A paragraph is a group of sentences that talk about one topic. It has **a topic sentence, body sentences, and a closing sentence.** In a paragraph, you can describe, explain, give your opinion, or tell a story about the topic.

Indent the beginning of a paragraph.

Topic sentence

Body sentences

Closing sentence

### My Favorite Season

My favorite season is winter. I like the cold

weather and snow. When it is cold, I like wearing the scarf and gloves that my grandma made for me. In the winter, there are lots of fun things to do. On weekends, I like to go ice skating with my friends. When it snows, we make snowmen and have snowball fights. Winter has great holidays, too. My favorites are Christmas and New Year's Day because I get presents. I think winter is

the best of all the seasons.

## Writing Process

When you write about something, you follow several steps.

The steps are **Brainstorming**, **Outlining**, **Drafting**, **Revising**, and **Editing**.

### Look at what you do in each writing step.

**1 Brainstorming** : Write down ideas about the topic.



**2 Outlining** : Organize your ideas.



**3 Drafting** : Turn your ideas into sentences and paragraphs.

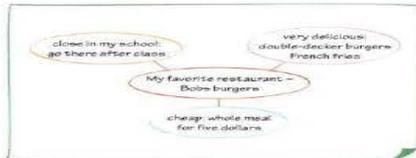


**4 Revising** : Change and improve the content of your writing.



**5 Editing** : Correct grammar, capitalization, punctuation, and spelling errors.

### Write the writing steps underneath each picture.



**Topic** Bob's burgers - my favorite restaurant  
**Body** 1) close in my school: go there after class  
 2) very delicious: like double-decker burger with pickles, French fries  
 3) cheap: can buy a whole meal for about five dollars.  
**Closing** love to go to Bob's burgers.

Bob's burgers is my favorite restaurant. I often go to there. I like Bob's burgers because it is close in my school. The food in Bob's burgers is very delicious. I especially like double-decker burger with pickles and the French fries. I want to eat Bob's burgers every day. Bob's burgers is cheap. I can buy a meal for five dollars. My friends and I love to go to Bob's burgers. I often go there after my classes over.

Bob's burgers is my favorite restaurant. <sup>First,</sup> ~~often go to there.~~ I like Bob's burgers because it is close in my school. <sup>The food in Bob's burgers is very delicious. I especially like double-decker burger with pickles and the French fries. I want to eat Bob's burgers every day.</sup> Bob's burgers is cheap. I can buy a meal for five dollars. My friends and I love to go to Bob's burgers. ~~I often go there after my classes over.~~

Bob's burgers is my favorite restaurant. <sup>First,</sup> I like Bob's burgers because it is close <sup>to</sup> my school. I sometimes go there after my classes <sup>are</sup> over. In addition, <sup>the food in Bob's burgers is very delicious. I especially like their double-decker burger with pickles. Their French fries are very good too.</sup> Bob's burgers is very delicious. I especially like their double-decker burger with pickles. Their French fries are very good too. Lastly, Bob's burgers is cheap. I can buy a whole meal for about five dollars. My friends and I love to go to Bob's burgers.

**My Favorite Restaurant**  
 Bob's Burgers is my favorite restaurant. First, I like Bob's Burgers because it is close to my school. I sometimes go there after my classes are over. In addition, the food at Bob's Burgers is very delicious. I especially like their double-decker burger with pickles. Their French fries are very good too. Lastly, Bob's Burgers is cheap. I can buy a whole meal for about five dollars. My friends and I love to go to Bob's Burgers.

Final draft

# Brainstorming

## • Brainstorming Step

- Think about the topic. → Write down any words or ideas that you can think of.
- Cross out bad ideas and add details if you need to.

### Example



 **Brainstorm about your favorite season.**

A large rectangular box with a spiral binding on the left side, intended for writing. A hand holding a pen is shown at the bottom right corner of the box.

## • Outlining Step

Organize your ideas → Decide what goes in the topic, body, and closing sentences.  
You don't need to write complete sentences.

### Example

**Topic** favorite season

- winter

**Body** Why favorite season? weather? activities?

- like cold weather and snow

- like wearing scarf and gloves grandma made for me

- go ice skating, make snowmen, have snowball fights

- great holidays: Christmas, New Year's Day

**Closing** thoughts or feelings

- best of all seasons

✔ Outline what you brainstormed on page 8.

**Topic**

**Body**

**Closing**

## • Drafting Step

Write the ideas from your outline into complete sentences and a paragraph. Don't worry about making it perfect.

### Example

#### Draft

### My Favorite Season

My favorite season is winter. I like the cold weather. I like wearing the scarf and gloves that my grandma made for me. There are lots of fun things to do. On weekends, I like to go ice skating with my friends. We make snowmen and have snowball fights. Winter has great holidays. I don't like summer because it is too hot. I think winter is the best.



**Write a draft from the outline you made on page 9.**

A large, blank, lined writing area with a spiral binding on the left side, intended for the student to write their draft.

## • Revising Step

Think about what to change in your writing to make it better.



### Revising Tips

- **Take out unnecessary details or sentences:** Take things out if they don't fit the topic.
- **Move sentences:** Keep sentences that are about the same idea together.
- **Add words:** Add words that will make your writing more organized and/or detailed.

### Example

#### Revision

### My Favorite Season

My favorite season is winter. I like the cold weather. When it is cold, I like wearing the scarf and gloves that my grandma made for me. In the winter, there are lots of fun things to do. On weekends, I like to go ice skating with my friends. When it snows, we make snowmen and have snowball fights. Winter has great holidays, too. My favorite holidays are Christmas and New Year's Day because I get presents. I think winter is the best of all the seasons.



### Answer the questions.

1. In the revision, underline the phrases or sentences the writer added to the draft on page 10.
2. In the draft on page 10, underline the sentence the writer took out. Write why it was taken out below.

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## • Editing Step

After revising your writing, correct any grammar, capitalization, punctuation, or spelling errors.



**Look at what you correct when editing. Fill in the blanks to edit the sentences.**

### Grammar

**subject - verb agreement** : He like to read books → He \_\_\_\_\_ to read books.

**the right tense** : Yesterday, I meet Tom → Yesterday, I \_\_\_\_\_ Tom.

**the right form** : I like to go to swimming. → I like to go \_\_\_\_\_.

### Capitalization

**beginning of a sentence** : we had pizza for dinner. → \_\_\_\_\_ had pizza for dinner.

**proper nouns** : Amanda      the United States      Cairo

**names of months, days of the week, holidays** : March      Wednesday      Christmas

### Punctuation

**a period(.), a question mark(?), or an exclamation point(!) at the end of a sentence** :

What can we do → \_\_\_\_\_

What a great day → \_\_\_\_\_

**commas(,) for words in a series and between the day and year** :

I like ice cream, cake, and cookies.      November 13, 2015

**apostrophes(') to show possession and in contractions** :

Sally's      our friends'      can't      didn't

### Spelling

**correct spelling** : He is my best freind. → He is my best \_\_\_\_\_.

## Editing marks

 Insert a word or phrase.

 Insert a space.

 Insert a comma.

 Insert an apostrophe.

 Insert a period.

 Take out.

 Take out space.

 Change a word

 Change to a capital letter.

 Change to a small letter.

 Switch words or letters.

 Start a new paragraph.



Edit the following paragraph using the editing marks above.

### My Favorite Holiday

My favorite holiday is Childrens Day. Since it is national holiday, my parents don't work and I don't go to school. My parents is always busy, so it is nice to spend time with them. also there are so many things to do and see on Childrens Day. There are parades, and some museums, zoos, and amusement parks are free for kids. The best part about Childrens Day is getting presents. At last year, my parents get me a puppy. I wish it was Childrens Day every day!



On page 10, revise and edit your draft. Write your final draft below.

Blank lined area for writing the final draft.