

## Table of Contents and the Writing Process

Great writing does not “just happen.” Great writers follow an organized process that allows time to think, time to reflect upon drafts, and time to perfect a piece of writing. The steps of this process are not necessarily linear (that is, something you would follow step by step from start to finish), but more a fluid progression in which you may revisit previous steps (like a circle) as you work to create a perfected final piece.

This guide should assist by providing a quick reference to many problems you may encounter throughout the writing process. It does not substitute for your teacher’s specific guidelines for a particular assignment, nor should it be considered a comprehensive guide.

|                                  |                                                                                                                                                                                                                                                                                                   |  |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Prewriting: Brainstorming</b> | <p><b>Objectives:</b> Get your brain working</p> <ul style="list-style-type: none"> <li>• come up with as many ideas/questions for topics as possible</li> <li>• choose an idea to write about</li> <li>• write down everything possible think of about the topic</li> </ul>                      |  |
| <b>Prewriting: Organizing</b>    | <p><b>Objectives:</b> Come up with a plan for your writing</p> <ul style="list-style-type: none"> <li>• clarify the purpose and audience</li> <li>• select the most relevant details to your topic with narrow your focus</li> <li>• gather support for ideas and design an outline</li> </ul>    |  |
|                                  | <p>Organization 3</p> <p>Thesis Statements 4</p>                                                                                                                                                                                                                                                  |  |
| <b>Drafting</b>                  | <p><b>Objectives:</b> Create a first draft</p> <ul style="list-style-type: none"> <li>• formulate a thesis statement</li> <li>• support your thesis statement with evidence and your own thoughts</li> <li>• remember that your first draft is just that – your first draft of writing</li> </ul> |  |
|                                  | <p><u><b>Modes of Writing</b></u></p> <p>Expository 5</p> <p>Analytical 6</p> <p>Persuasive 7</p> <p>Procedural 8</p> <p>Literary 10</p>                                                                                                                                                          |  |
| <b>Revising</b>                  | <p><b>Objectives:</b> Improve structure, organization, and coherence</p> <ul style="list-style-type: none"> <li>• use specific strategies to clarify ideas</li> <li>• revise and create and improve sentence structure</li> <li>• make connections between ideas</li> </ul>                       |  |
|                                  | <p>Voice 11</p> <p>Introductions 12</p> <p>Conclusions 13</p> <p>Development of Ideas 14</p> <p>Organization and Coherence 15</p> <p>Transitions 16</p> <p>Paragraphing 17</p> <p>Sentence Structure 17</p> <p>Word Choice 19</p> <p>Strong Verbs 20</p>                                          |  |

# High School Writing Guide

**RD Boyd**



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