

DIRECTIONS FOR PRINTING:

These pages can be printed in two sizes. The documents are legal size (8 ½ x 14) and can be printed on a regular printer. Just make sure you have the correct size paper!!!

But, if you would like these pages to print on letter size paper (8 ½ x 10), follow these instructions:

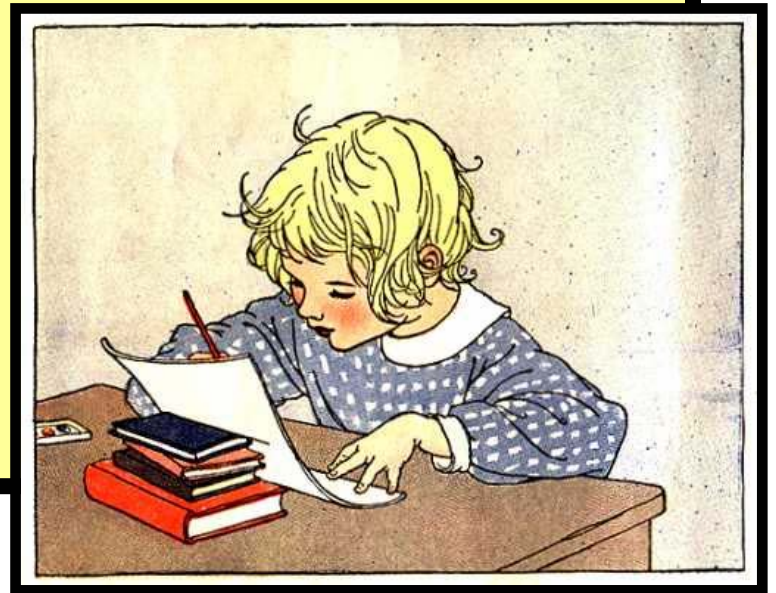
1. Go to File, and click Print.
2. When Print Box opens, look for SCALE TO PAPER SIZE (if this option is not visible, then look for an OPTIONS button to find the paper size option).
3. Click and scroll to letter size (8 ½ x 10).
4. Then click PRINT.

5.

Drafting

Write It Down

- ❖ **Put thoughts, feelings, and ideas down on paper.**
- ❖ **Don't worry about spelling, grammar, or punctuation.**



Revising

Make It Better

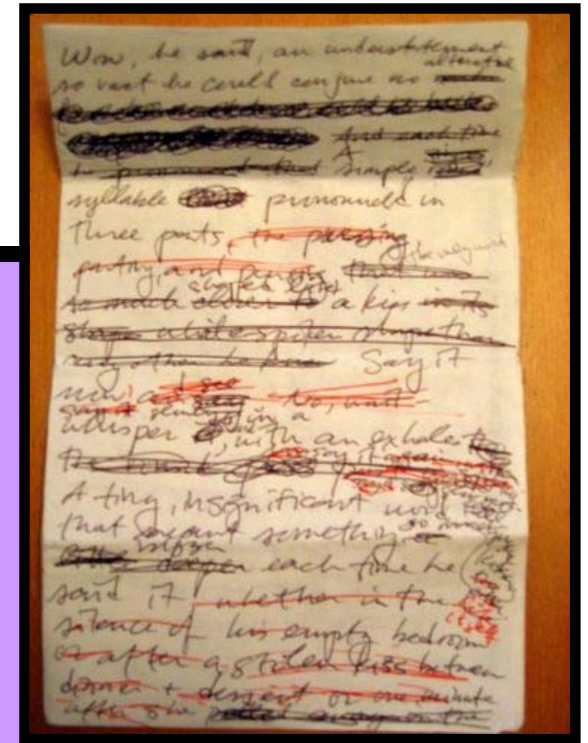
A.R.M.S.

ADD – What does the reader need to know?

REMOVE – What unnecessary information needs to be taken out?

MOVE AROUND – Is the information in logical order?

SUBSTITUTE – What words or details can be replaced to make it clearer or more vivid?



Editing

Make It Correct

- ❑ **Spelling**
- ❑ **Capitalization**
- ❑ **Punctuation**
- ❑ **Grammar**
- ❑ **Sentence Structure**
- ❑ **Word Usage**

| EDITING MARKS | |
|---------------|----------------------------------|
| ^ | Insert a word, letter, or phrase |
| ✂ | Delete |
| ≡ | Capitalize |
| / | Change to lower case |
| ⊙ | Insert period |
| ^, | Insert comma |
| ∨ | Insert an apostrophe |
| ∨∨ | Insert quotation marks |
| # | Insert space |
| ⊂ | Close up space |
| ↻ | Transpose letters or words |
| ¶ | Start a new paragraph |
| Ⓢ | Check spelling |
| □ | Move right |
| □ | Move left |

Publishing

Share it with Others

- ⌘ **Read – aloud**
- ⌘ **Make it into a play or puppet show**
- ⌘ **Bind it into a book**
- ⌘ **Display it**
- ⌘ **Record it on tape**



Prewriting

Think about it!



- ❖ **Think about a topic**
- ❖ **Make a writing plan**
- ❖ **Draw pictures**
- ❖ **Gather ideas and thoughts**