

Name: _____ Date: _____



Chapter 5 Review

Create and Design

Writing Process

Instructions

The writing process uses the four steps of planning, composing, editing, and publishing. Select a topic of your choice in the communications field to write an essay about using this planning form to execute the writing process.

Part 1: Planning

Prewriting

Brainstorm ideas for your essay in the space below using an outline, freewriting, or mind map. If you already have a topic in mind, you can use the brainstorm to refine the topic and narrow down specific subtopics your essay will address. If you are unsure of your topic, use the prewriting to catalog all potential topic ideas so that you can select one.

5 W's and H

Using the key points from your prewriting, describe the 5 W's and H your essay will need to consider.

Who: _____

What: _____

When: _____

Where: _____

Why: _____

How: _____

Logical Organization

Determine how best to organize and communicate written information by defining the following:

1. What is your main idea?

2. What supporting details will you need to support the main idea?

3. How can you draft statements that are clear, courteous, concise, complete and correct?

4. Will you use a direct or indirect approach?

5. What visual elements would benefit your essay?

Research

Determine what research you need to find to support your main idea and write the sources below. Be sure to utilize both primary and secondary sources.

Primary Sources:

Secondary Sources:

Part 2: Composing

Using the information you developed in the planning phase, use a word processing program to compose an initial draft of your essay. Apply desktop publishing to create at least one chart, figure, and table to accompany your text using a word processing program, editing product, or drawing program.

Part 3: Editing

After completing your first draft, revise and edit it using what you learned from the chapter. Then ask a classmate to review it offer feedback. To assist in the editing process, utilize the editing checklist below.

Editing Checklist

- Have I used the correct terminology, grammar, and punctuation when editing my document?
- Have I adapted language based on the situation and intent?
- Have I defined my audience?
- Have I defined my purpose? Have I successfully achieved that purpose?
- Have I conducted the necessarily research? Have I included primary and secondary sources to support my purpose?
- Have I organized the written information effectively?
- Have I written a clear statement describing the main idea?
- Have I used appropriate details to support the main idea?
- Have I developed charts, table, or figures as needed?

Part 4: Publishing

The final step is to format your essay into a publishable format. Apply desktop publishing to create your essay using design elements. This includes using typography concepts such as font size and style, graphic design concepts, and principles of page design. Lastly, proofread your work carefully before submitting to your instructor.