

- B** Review these sentences from the writing models on pages 2 and 3. Use them as models to write four sentences about yourself.

**MODEL SENTENCES**

My name is Shaukat Matin.

My nickname is Salim.

My name is Zhang Minxiong, but please call me Calvin.

Zhang is my family name.

Minxiong means smart and heroic.

**YOUR SENTENCES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## THE WRITING PROCESS

You are going to write a paragraph to introduce yourself. To write the paragraph, you will follow a **process**.

A process is a series of steps or actions. Many things we do in our everyday lives involve following a process. For example, we follow a process when we do laundry or when we follow a recipe to cook something.

Writers also follow a process. Following the steps in **the writing process** can help you write clear and correct paragraphs.

## THE STEPS IN THE WRITING PROCESS

### STEP 1: Prewrite to get ideas.

You begin the process by getting ideas for your paragraph. There are many ways to get ideas. You can look at models, make lists, or get ideas from talking with a partner. You will learn about other prewriting activities, too.

### STEP 2: Write the first draft.

The first time that you write a paragraph, you produce your **first draft**. Your work is not finished! Writing the first draft is only one step in the process. Writers usually need to write more than one draft to produce good work.

### STEP 3: Revise and edit the draft.

Revising and editing are important parts of the writing process.

- *Revise* means change. For example, you can revise a plan or revise your opinion about something. When you revise a paragraph, you add new information, take out sentences, or change the order of the ideas.
- *Edit* means check for mistakes and make corrections.

Sometimes you will do **peer review** before you revise and edit. Your peers are your classmates. When you do peer review, you work with a classmate as your partner. You read each other's paragraphs and talk about them.

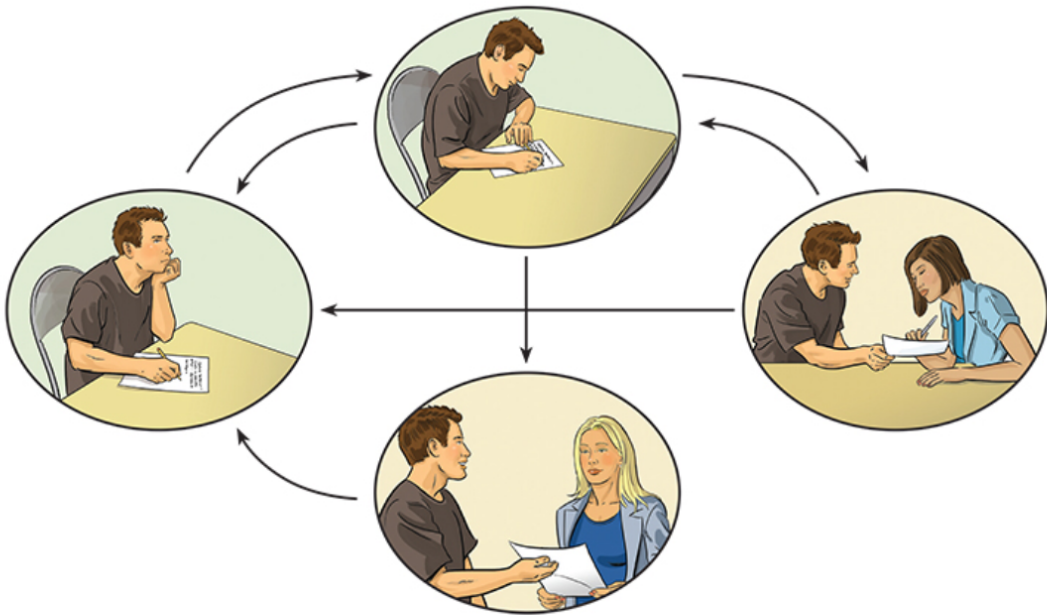
### STEP 4: Write a new draft.

Sometimes a writer's first draft needs no changes. This does not happen often! Most of the time, a writer needs to write two drafts—or more. Give your new draft to your teacher.

#### PRACTICE 16 Discussing the Writing Process

Look at the picture of the writing process. Talk about these questions with your class.

- What is happening in these pictures?
- Where does the writing process begin?
- What is the next step?
- What happens next?
- What happens after the teacher looks at a student's paragraph?



## WRITING ASSIGNMENT

You are going to write a paragraph to introduce yourself. Follow the steps in the writing process.



Prewrite

### STEP 1: Prewrite to get ideas.

- a. Think about what information you want to give in your paragraph. Check (✓) five or more boxes in this list.
- my name
  - my family
  - my home country
  - my classes at school
  - the language(s) I speak
  - my job
  - my age
  - what I like to do in my free time
  - where I live
  - my plans for the future
  - other information: \_\_\_\_\_
- b. Look at the three writing models on pages 2 and 3. Underline any words or sentences you want to use in your paragraph.

#### EXAMPLE

<p><u>I would like to introduce myself. My name is Shaukat Matin. My nickname is Salim. I am from Pakistan. I speak Urdu. I am married. I live with my wife and our son. I want to study computers.</u></p>
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Write

### STEP 2: Write the first draft.

- a. Take a sheet of paper. Begin to write your paragraph. Indent the first sentence. Write:
- I would like to introduce myself.*
- b. Write sentences about yourself. Use your ideas from Step 1. Write your sentences in the form of a paragraph. This is your first draft.



Edit

### STEP 3: Revise and edit the draft.

#### Writing Tip

A good way to review a first draft is to read it out loud. You can read it out loud to yourself, or you can read it to a classmate or a friend. It is also good to have someone read your draft out loud while you listen. Hearing your paragraph can help you revise and edit.

- a. Work with a partner. Take turns reading your paragraphs out loud.
  - Is anything unclear? Tell your partner, “I don’t understand.”
  - Do you want more information? Say, “Tell me more about \_\_\_\_\_.”
- b. Do you need to make any of these changes to your paragraph?
  - Adding more information
  - Changing words
  - Adding capital letters or periods
  - Indenting
- c. Mark any changes on your paper.



Write

### STEP 4: Write a new draft.

- a. Take a new sheet of paper. Write your paragraph again.
- b. When your new draft is ready, hand it in to your teacher.

#### SELF-ASSESSMENT

In this chapter, you learned to:

- Put sentences into paragraph form
- Identify subjects and verbs in sentences
- Use capital letters and end punctuation in sentences
- Write sentences with the verb *be*
- Write, revise, and edit a paragraph to introduce yourself

Which ones can you do well? Mark them ✓

Which ones do you need to practice more? Mark them ✗