**Writing in Stages: The Process Approach**

(Summary from *Along These Lines*: Writing Paragraphs and Essays)

**Stage One: Pre-Writing**

1. Read or review overview for the type of paragraph to be composed: illustration, description, narrative, process, comparison and contrast, classification, definition, cause and effect, or argument.

2. Think about the topic, gather ideas and make a list as phrases; react to the ideas and add more thoughts.

**Stage Two: Planning (Two steps)**

1. Complete a web graphic organizer to organize the ideas (phrases) from the pre-writing stage. Identify three (to four) major ideas that support the topic. (See Web on page 2)

2. Expand the ideas from the web organizer into sentences and write in sentences to complete Paragraph Template #1 or #2 (See Paragraph Templates from the front page of the English Seminar I Website.)

**Stage Three: Drafting**

1. Review the sentences in the Paragraph Template. Put the sentences in paragraph form to complete a rough (draft) version of the completed product.

2. Examine the draft and consider ways to revise it.

**Stage Four: Polishing**

1. Review the draft for alignment and structure.

2. Proofread, rewrite and revise the draft as the final check to correct and edit (polish) the paragraph.

3. See Organization: Basic Paragraph Format on the front page of the English Seminar I Website for paragraph parts and example paragraph.

Support #1:

Support #2:

**Paragraph**

Support #3:

Conclusion:

Paragraph Web Paragraph Web

First and Last Name

Course Title

Date assignment Submitted

Type of Paragraph

Text Chapter or Page Numbers

Title of Paragraph

Begin the paragraph by indenting five spaces from the margin. This indentation is correct way

to begin a paragraph. All lines that follow are to begin at the margin, which is set to print for one

inch on both sides. Paragraphs may be left justified or both left and right justified. Each line in

the paragraph is to be double spaced. The font is set to print using Times New Roman and the

font is set at the number 12 in the word processing program.