

## Composing a text, step by step

- 1 I thoroughly analyse the instructions using a dictionary.
- 2 I do some brainstorming.
- 3 I build a brief or detailed plan incorporating all the elements of the instructions.
- 4 I double-space my text.
- 5 While drafting my text, I think about how the reader will understand it.
- 6 I make sure I employ the language characteristics specific to the type of text I'm writing.
- 7 As needed, I use Antidote dictionaries to enrich my vocabulary.
- 8 I try to write a text that is free of errors, even when writing my first draft. If unsure, I underline the word to come back to it later.
- 9 I frequently read out loud what I've written to make sure the text flows well.

## Proofreading and correcting a text, step by step

- 1 I wait several hours or days before I revise my work.
- 2 I revise my work by reading it aloud and make the necessary corrections:
  - Purpose of writing and audience;
  - Clarity and pertinence of ideas;
  - Splitting into paragraphs;
  - Construction of adequate sentences (length, information, etc.);
  - Pertinence of connecting words;
  - Suitability of verbal tenses;
  - Thoughtful choice of vocabulary;
- 3 I double check my work by reading it slowly, and make the necessary
  - Punctuation;
  - Grammatical errors;
  - Spelling mistakes.
- 4 I finish the process by touching up the page layout, as needed (spacing, margins, etc.).
- 5 I proofread word by word by following with my finger or with a pencil on paper (or with my cursor on a computer). I can also start at the end of my work.