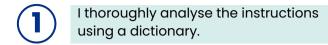
## Composing a text, step by stp





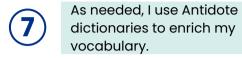
I build a brief or detailed plan incorporating all the elements of the instructions.

4 I double-space my text.

While drafting my text, I think about how the reader will understand it.



I make sure I employ the language characteristics specific to the type of text I'm writing.



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.

I frequently read out loud what I've written to make sure the text flows well.

## Proofreading and correcting a text, step by step

I wait several hours or days before I revise my work.

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;



I double check my work by reading it slowly, and make the necessary

- Punctuation;
- Grammatical errors;
- Spelling mistakes.



I finish the process by touching up the page layout, as needed (spacing, margins, etc.).



I proofread word by work 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.