

Manage the Steps

Use this chart to help manage your time

Date	Tasks
	<ol style="list-style-type: none">1. Study the form.2. Analyze a professional model.3. Choose a topic.4. Identify audience, controlling idea, and purpose.5. Gather and organize details.6. Create your Writing Plan.
	Use your Writing Plan to write a draft.
	<ol style="list-style-type: none">1. Revise for focus and unity2. Use the revision checklist to revise your draft.3. Conduct a peer conference.4. Make Revisions.
	Edit your draft. Check for proper capitalization, punctuation, spelling, and complete sentences.
	Print out narrative, or write a clean copy by hand.