

Steps to Writing a Proficient P.A.P.E.R

- 1- PROMPT:** Identify the R.A.F.T.(Role, Audience, Format, & Topic).
- 2- ANALYZE** the appropriate planning method.
- 3- PLAN** the major points / main ideas.
- 4- ELABORATE** the major points / main ideas.
- 5- REVISE** for proficiency while / after you write.

**Adapted from the work of Mary Ledbetter,
teacher educator.**

Steps to Writing a Proficient **P.A.P.E.R.**
(Expository, Persuasive and Compare/Contrast Essays)

1- P: Begin by dissecting the **prompt** and identifying your **role** as writer, the intended **audience**, the expected **format**, and the **topic**.
(R.A.F.T)

2- A: Analyze the **planning method** that best fits the format.

1- **Expository:** Explain, Give examples, Illustrate, Define

Planning: Web or Outline

2- **Persuasive:** Persuade, Give your opinion / reasons,
Debate, Argue for or against, Convince, Agree or disagree

Planning: Web or Outline

3- **Compare / Contrast:** Similarities & dissimilarities,
Advantages & disadvantages, Pros & cons, Good & bad
points

Planning: T-chart or Venn Diagram

OTHER FORMATS:

4- **Descriptive:** Describe, Characterize, Recall a scene, Tell about images, Write a character sketch, Paint a picture

Planning: Sensory Web or Star Web
or Spatial Graphic Organizer

5- **Narrative:** Tell about a time, Write a story about, Tell about an incident

Planning: Beginning – Middle – End Organizer
or Plot Mountain

3- P: Plan the three **major points/ideas** you will discuss.

Some category possibilities:

Who: society, relationships, self

What: money, needs, extra benefits

When: past, present, future

Where: school, home, extracurricular places

Why: health/beauty, relaxation, fun

Example:

Topic: Trustworthiness

Main Points: 1- At School 2- At Home 3- At Future Work Place

4- E: Elaborate: add three **details** per major point. Remember: You can change or modify your elaboration as you write your essay.

Example:

Topic: Trustworthiness

Main Points:

1- At School 2- At Home 3- At Future Work Place

Details:

Teachers Moms Bosses

Friends Dads Coworkers

Crushes Siblings Selves

5- R: Revise for Content/Organization, Style/Fluency, and Language Usage as you write and after you write the paper.

A-Content/Organization:

Introduction with Hook and Thesis Statement

Three Body Paragraphs: One main point and three elaborated details per paragraph (INDENT EACH PARAGRAPH!!!)

Appropriate Transitions

Conclusion with Restatement of Thesis

B- Style/Fluency:

Stick to your purpose and your audience.

Use methods of elaboration and rhetorical devices.

Use a variety of sentence structures.

C- Language Usage: Proofread/Edit for mistakes:

EDITING CHECKLIST:

1- Check your SPELLING (watch out for homophones!)

Incorrect: I was board.

Correct: I was bored.

2- Fix run-on sentences.

Incorrect: I was very bored I decided to watch a movie.

Correct: I was very bored, so I decided to watch a movie.

3- Fix rambling (never-ending) sentences.

Incorrect: I was very bored, so I decided to watch a movie and after that I made popcorn and I ate it while talking with Susie on my cell phone and we talked for one whole hour.

Correct: I was very bored, so I decided to watch a movie. After that I made popcorn and ate it while talking with Susie on my cell phone. We talked for one whole hour!

4- Fix sentence fragments (incomplete sentences that make no sense).

Incorrect: Asleep on the couch.

Correct: I fell asleep on the couch.

5- Check subject / verb agreement.

Incorrect: The cat were sleeping on my head.

Correct: The cat was sleeping on my head.

6- Check for correctness and consistency of verb tenses.

Incorrect: My mother had to shook me to wake me up.

Correct: My mother had to shake me to wake me up.

7- Check for correct punctuation and capitalization.

Incorrect: I had Cat hair in my mouth. It was Disgusting

Correct: I had cat hair in my mouth. It was disgusting!

And finally...

Write a gloriously neat final copy.

WAIT! YOU HAVEN'T FINISHED! PROOFREAD YOUR FINAL DRAFT FOR OMISSIONS AND STUPID MISTAKES. WHEW! NOW YOU'RE ALL DONE!!!

SUMMARY OF STEPS:

1- PROMPT (R.A.F.T)

2- ANALYZE PLANNING METHOD

3- PLAN MAJOR POINTS

4- ELABORATE MAJOR POINTS

5- REVISE & EDIT DURING AND AFTER