

## Developing Ideas in Writing: Checklist & Notes

### *Pre-Writing*

- What is my purpose or message? *This should be very clear and you should return to it as you write.*
- What is my topic? *Be specific.*
- What is my purpose for writing? *Are you trying to inform, entertain, or persuade?*
- Who is my audience?
- Am I knowledgeable about the topic? *Do your research.*
- Is my topic narrow and manageable?
- What is my main idea/message?
- What are my supporting details and examples? *These must relate to your main idea.*
- What form of writing will help me achieve my purpose and reach my audience?

### *Drafting*

- Do I have enough information?
- Did I organize my details and examples? *It is always a good idea to do an outline.*
- Did I include only important or interesting details? *Get rid of the stuff that's not relevant.*

### *Revising*

- Is my main idea/message clear? *Do you understand what you've written?*
- Did I keep my main idea focused?
- Did I make it interesting?

### *Editing*

- Is it as error free as possible for me? *Check spelling, grammar and punctuation.*
- Is it readable?
- Did I get help with editing? *Always ask a friend or teacher to read your writing.*

## **Questions:**

### **Narrowing and Clarifying the Topic**

- 1) If we were going to write about poverty, how might we narrow the topic? What could our one main idea or message be?
- 2) Do we know the topic well enough to write about it? What kind of information should we find out before we start writing?
- 3) For the problem of world hunger, what kinds of facts, statistics or examples could we use?
- 4) To maintain our focus, what information do we not need to include?

### **Developing Ideas:**

- 1) How can learning how to narrow your ideas to one main idea or message help you be a better writer?
- 2) How can you use what you learned about narrowing ideas when you have to write reports in other subjects?
- 3) How does developing a clear main idea help your reader better understand what you have written?