IEW - "The Process" - 12 Easy Steps!

Step One: Read the **Source Text**…preferably aloud…even if it is to yourself.

Step Two: Create a **KWO** (Key Word Outline). Pull out **three key words** from each sentence that will help you recall the Source Text. If you need more than three words, use FREEBIES (symbols -pictures-numbers-abbreviations). Place the key words in the outline in the same order they appear in the Source Text.

Step Three: Test the outline. This means cover up the Source Text and look only at the KWO. Retell the paragraph line by line using the key words. If this is a struggle, reevaluate your chosen key words to determine if you need to change them.

Step Four: Write the **Sloppy Copy (rough draft)**. Using a pen, rewrite the paragraph, line by line, from your key word outline. Skip lines on the notebook paper. Let your ideas flow easily. No corrections at this point. (While your paragraph is based on the source text, it should not be the same as the source text.)

Step Five: Edit your sloppy copy. Read through the **Checklist** to see what is required for the paragraph. Put in checklist items. Put your verbs in active voice. Correct your spelling. Change redundant words. Look for awkward phrasing. Check for banned words. Upgrade your word choice and sentence structure to Jr. High level.   ***This step takes the most time of the entire process. Take the needed time.***

Step Six: Hire an editor. The editor should verify that **each** checklist item is included in your paragraph. The Editor can also make suggestions about word choice, proper usage of new vocabulary words, etc. After editing the Sloppy Copy, the editor MUST sign the Checklist.

Step Seven: Using the edited Sloppy Copy, type the **Grading Copy** with the corrections (type using the **Arial** Font or the **Times New Roman** Font, **size 12**). Be sure to save the Grading Copy in order to later make corrections to the Published Copy.

Step Eight: **Label and underline** any dress-ups, sentence openers, or decorations that are required from the Checklist. Only mark what is on the Checklist. Use proper color-coding.
Label dress-ups and decorations in the right margin of the sentence containing the dress-up.
Label sentence openers in the left margin of the sentence containing the sentence opener.

Step Nine: Paperclip **"the process"** neatly in the correct order: Checklist, Grading Copy, Sloppy Copy, KWO. Put it in your red homework binder to turn in at school.

Step Ten: After I make corrections to the **Grading Copy**, I will return "the process" to you. **Mark all corrections on the Grading Copy** (anything I marked on the Grading Copy AND any points missed on the rubric). Only after marking them on the grading copy, do you change them on the typed version. Once you have made the changes, print the **Published Copy**.

Step Eleven: Return the Published Copy, the checklist, and the rest of "the process."

Step Twelve: Once I have graded the Published Copy, I will put your score on the Checklist and return it to you. I will keep the Published Copy at school. Later we will file these in our Published Works folder.