

FIGURE 14: Process writing checklist (Adapted from materials produced by the Georgetown University Evaluation Assistance Center [EAC], 1990)

<b>Process writing checklist</b>				
<b>Student's name:</b>		<b>Date:</b>		
<b>Writing process:</b>	Never	Sometimes	Often	Always
<b>1. Pre-writing strategies</b>				
<ul style="list-style-type: none"> <li>• Thinks about the topic before writing.</li> <li>• Brainstorms and makes mind-maps.</li> <li>• Discusses topic for writing with others.</li> <li>• Makes an outline (plan) before writing.</li> </ul>				
<b>2. While-writing strategies</b>				
<ul style="list-style-type: none"> <li>• Monitors writing (re-reads, reviews, backtracks).</li> <li>• Uses adaptive techniques (skipping words, using the L1, writing near-synonyms, etc.).</li> </ul>				
<b>3. Post-writing strategies</b>				
<ul style="list-style-type: none"> <li>• Edits (word changes).</li> <li>• Revises (sentence-level changes).</li> <li>• Rewrites (composition-level changes).</li> <li>• Gets feedback from others.</li> </ul>				
<b>4. Applications and interests</b>				
<ul style="list-style-type: none"> <li>• Writes for pleasure.</li> <li>• Uses writing to communicate (Emails, letters, etc.)</li> <li>• Participates in discussion about writing.</li> <li>• Actively seeks guidance in writing activities.</li> <li>• Shares pieces of writing with others.</li> <li>• Edits writing of others.</li> </ul>				
<b>Comments:</b>				