

WRITING

1. **Message** The most important step in writing is getting your message down. After you get your message down on paper, you can revise your message so that your reader can easily read your message.

2. **Handwriting** Look at all the letters in the words in your message. Make sure each letter is formed so that your reader knows what letter you wrote. An adult can help you by pointing out letters that are unclear.

3. **Spaces** Individual words in your message need spaces between them. These spaces help your reader know where each word begins and ends. An adult can help you by pointing out places where spaces between words are needed.

4. **Punctuation** Every sentence ends with a punctuation mark – a period, a question mark, or an exclamation point. Every sentence starts with a capital letter – see #5. Sentences are ideas. By putting punctuation marks at the end of sentences and capital letters at the beginning of sentences, your reader can more easily read your ideas. An adult can help you figure out where punctuation marks and capital letter below. Start at the beginning of your message and figure out where each sentence ends.

5. **Capital Letters** After you mark the end of each sentence, go back and figure out where to put capital letters. Remember each sentence begins with a capital letter. Also, remember that **I** is always capitalized and proper names of people and places. And no other capital letters. You might also need to change the size of some letters – for example, the only difference between capital **W** and lowercase **w** is size.

6. **SPELLING** Now that you have edited or fixed all the other parts of your message, now you can do the hardest part ~ fix the spelling of words. It might help to go through your message and underline the words that you think are not spelled correctly. An adult can help you do this. Then you can fix the spelling of each of these words.