**The Writing Process — Planning, Drafting, Editing, Revising**

**Why Is the Writing Process Important?**

The **writing process** isn’t just about writing a draft. It’s a **multi-step approach** that helps you improve your work by focusing on **organization**, **clarity**, and **coherence**. Breaking down the writing into manageable steps results in a stronger, clearer final product.

**The Four Key Stages**

**1. Planning**

* **What it is**: Organizing your ideas before you start writing.
* **What to do**: Brainstorm, outline, or create a mind map.
* **Why it’s useful**: Helps you clarify your ideas and decide on the structure.

**2. Drafting**

* **What it is**: Writing the first version without worrying too much about perfection.
* **What to do**: Focus on getting your ideas down on paper, even if it’s messy.
* **Why it’s useful**: Helps you begin the process of writing and get your thoughts on paper.

**3. Revising**

* **What it is**: Improving the **content** and **structure**.
* **What to do**: Focus on clarity, flow, and making sure your argument makes sense.
* **Why it’s useful**: Makes your writing stronger and more effective.

**4. Editing**

* **What it is**: Correcting grammar, spelling, punctuation, and sentence structure.
* **What to do**: Read through your work to fix any mistakes.
* **Why it’s useful**: Ensures your writing is polished and professional