

## Process Text Writing: Monitor, Check, Improve

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### 1. Before Writing: Quick Plan

<b>Process and type</b>	How _____ is/are made. Linear / Cyclic Steps: _____
<b>First and final step</b>	First: _____ Final: _____
<b>Useful language</b>	Connectors: _____ Adverbs: _____ Relative pronoun: which / that / where / when

### 2. Stop and Check While Writing

After the introduction and overview, pause and answer:

- Did I present the topic and the general process clearly? Yes / Not yet
- One thing I need to fix before continuing is: \_\_\_\_\_

### 3. Check One Example from My Text

Feature	Example from my text	What can I improve?
Passive voice		
Connector		
Adverb or relative clause		

### 4. Quick Self-Checking Checklist

- I followed the structure: introduction, overview, and body paragraph.
- I used passive voice to describe the steps.
- I used sequence connectors to connect the steps clearly.
- I added useful details with adverbs and/or relative clauses.
- I checked spelling, punctuation, capital letters, and complete sentences.
- I read my text again, found mistakes, and corrected them before submitting.

### 5. Error Detective Find and correct three mistakes in this process paragraph:

Firstly, used paper collect from recycling bins. Then, the paper are transported to a factory. After that, it is mixed carefully with water, which make pulp. Next, the pulp is cleaned in a machine that remove ink. Finally, the new paper sheets are cut and packed quickly.

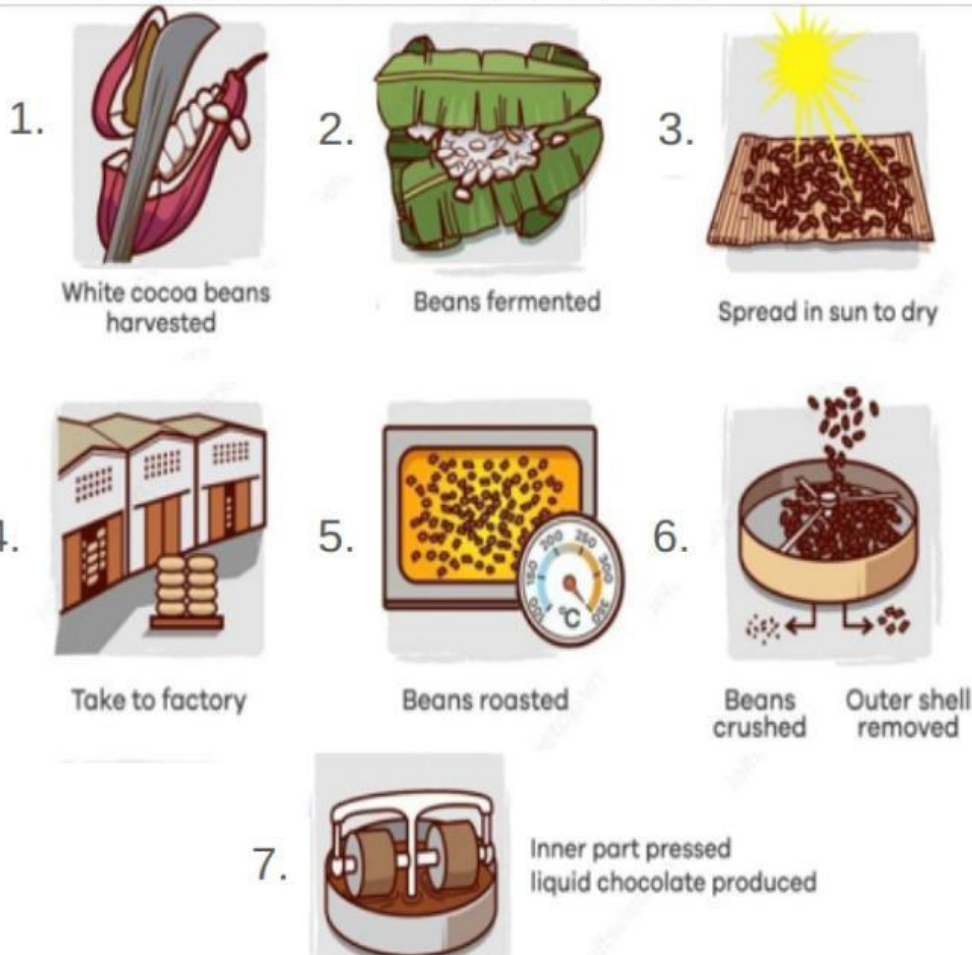
Mistake I found	Type of mistake	Correction

### 6. Final Reflection

One mistake I corrected was: \_\_\_\_\_

Next time, I need to check more carefully: \_\_\_\_\_

Take a look at the following graphic, and write a process text about **HOW CHOCOLATE IS MADE** following the elements from the checklist and the general structure.



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