

Process Text Writing: Monitor, Check, Improve

Name: _____ Grade: _____ Date: _____

1. Before Writing: Quick Plan

Process and type	How _____ is/are made. Linear / Cyclic Steps: _____
First and final step	First: _____ Final: _____
Useful language	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.

