

sentence. Do not expect to finish your composition in one draft. After you complete your first rough draft, in fact, you should be ready to write a series of drafts as you work toward the goals of unity, support, and coherence.

REVISING

After you have written the first draft of your paragraph, set it aside for a while if you can. Then read it out loud, either to yourself or (better yet) to a friend or classmate who will be honest with you about how it sounds. You (or you and your friend) should keep these points in mind.



FOUR BASES Checklist: Process

ABOUT UNITY

- ✓ An effective process composition describes a series of events in a way that is clear and easy to follow. Are the steps in your paragraph described in a clear, logical way?

ABOUT SUPPORT

- ✓ Does your paragraph explain every necessary step so that a reader could perform the task described?

ABOUT COHERENCE

- ✓ Have you used transitions such as *first*, *next*, *also*, *then*, *after*, *now*, *during*, and *finally* to make the paper move smoothly from one step to another?

ABOUT SENTENCE SKILLS

- ✓ Is the point of view consistent? For example, if you begin by writing "This is how I got rid of mice" (first person), do not switch to "You must buy the right traps" (second person). Write this paragraph either from the first-person point of view (using *I* and *we*) or from the second-person point of view (*you*)—do not jump back and forth from one to the other.
- ✓ Have you corrected any sentence-skills mistakes that you noticed while reading the paragraph out loud? Have you checked the composition for sentence skills, including spelling, as listed on the inside back cover of this book?

Continue revising your work until you and your reader can answer "yes" to each of these questions.