7. **Draw a web diagram** - Write the name of your person in the middle and facts or ideas that you want to write about in each circle. When you find more details about your facts and ideas draw smaller circles off of the bigger ones. This web will help you as you write your sentences.

8. **Write your first draft** - This is also called a rough draft, it doesn't need to be perfect, it is just to help you get your ideas on paper and get your paragraphs moving in the right direction.

9. **Revise your paper** - Use the revising checklist to make sure you have a great paper coming along. Read your paper and ask other people to read your paper.

10. **Write your final draft** - Now that you have worked on your paper and gotten some help from others, make changes until it is just as you like it.

11. **Proofread your paper** - Use the proofreading checklist to make sure you have not made any spelling or grammatical errors. Correct these errors as you find them.

12. **Write the bibliography** - Use the bibliography sample sheet to correctly write down the information for the sources that you used.