How to use the

**REMINDER FOR WRITTEN PRODUCTIONS**

1. **Step 1: Collecting information**

* The student collects information in his Writer’s Logbook.
* The student adds up all the mistakes coming from the same category and writes the total in the summary column on the Summary of mistakes sheet.
* The student chooses 3 categories in which he/she has the most mistakes.
* The student prioritizes the correction of those mistakes when revising his draft copy.

2. **Step 2: Filling the “Reminder for written productions sheet”**

a. Priorities when correcting

* In this section of the sheet, the student writes the three (3) categories of mistakes that he chose earlier.
* Then, for each category, he writes the number of mistakes in total.
* He writes the name of tools where he can get the information to make sure that he can correct quickly and efficiently.
* He finally writes about a strategy to do when writing the draft so that he remembers to pay attention when correcting it.

b. Time management

In the time management section (when writing), the students organizes his/her time according to the steps he has to take when writing.

In the time management section (when autocorrecting), the student sets aside time for the correction of specific mistakes that he already selected in the mistake summary section.

**IMPORTANT**

**The REMINDER FOR WRITTEN PRODUCTIONS sheet is a tool that the student can use when doing a written production throughout the school year. However this tool cannot be used when writing the MELS exams; it is not allowed in the authorized materials.**