

WRITING PROCESS

Depending on your individual writing process and the type of paper that you are writing, you may need to reorder, combine, skip, and/or add steps.

PREWRITING, TOPIC DEVELOPMENT

brainstorming: talking or freewriting
reading
gathering data: observing, taking notes, interviewing

WRITING DRAFT #1

form thesis or purpose based on prewriting data and on instructions
develop argument to support thesis

GETTING FEEDBACK ON DRAFT #1

focus on content issues
identify the main point, thesis, or purpose
establish direction—this may mean narrowing topic down, or expanding more

REWRITING/DRAFT #2

consider feedback and comments
make sure you have included elaboration and analysis
cut unnecessary summary
include necessary references and attribution to sources
incorporate appropriate quotes effectively

GETTING FEEDBACK ON DRAFT #2

focus on reorganizing entire draft
make an outline, chart, or map if necessary
meet with a tutor, peer, or instructor, if you have not done so already
reorganize paragraphs
determine if the writing conveys the intended meaning
consider intended audience—i.e., are syntax and diction appropriate?

REWRITING/DRAFT#3

enter the draft on a computer and save the file, if earlier versions were handwritten
determine whether or not the introduction and conclusion correspond to the body of the paper
consider structure of individual paragraphs

GETTING FEEDBACK ON DRAFT #3

focus on syntax and punctuation
reread, with someone else if possible, and note where changes need to be made to unify the paper

REWRITING/EDITING/DRAFT #4

read paper aloud and carefully check and correct structure, punctuation, and spelling
double check format, title, and documentation pages

PROOFREADING/FINAL CHECK

print a new copy and read carefully one last time
make necessary changes

FINAL VERSION

print out the final version and make an electronic or paper copy for your own records