

## **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