

## **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 formatting, and double check title and documentation pages

### **PROOFREADING/FINAL CHECK**

print a new copy and read carefully one last time  
ask someone to read your paper aloud to you  
make necessary changes

### **FINAL VERSION**

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