The Writing Process

1. Plan for Writing
- Know your audience
- Understand the purpose of writing
- Brainstorm a topic
- Follow the Research Process
- Create a working thesis
- Write an outline

2. Draft
- Use your outline to write a 1st draft – deviate from the outline if needed
- Consider writing in chunks, opposed to start to finish
- Leave extra space for editing

3. Revise
- Re-read 1st draft and make any necessary changes to:
  - Structure
  - Organization of ideas
  - Paragraph structure
  - Sentence structure, and
  - Remove awkward sentences
- Update to 2nd draft

4. Edit and Proofread
- Re-read 2nd draft and make any necessary changes to grammar and spelling
- Update to 3rd draft by carefully correcting any errors
- After this, consider asking someone else to then read and edit your paper

5. Publish
- Ensure final paper conforms to the formatting requirements
  - Look for page length, font style/size, citation style and other requirements.

• * Look for page length, font style/size, citation style and other requirements.