The Writing Process

Planning
- Assess the writing situation
  - Subject
  - Purpose (to inform, explain, persuade, evaluate, summarize, analyze, etc.)
  - Audience
  - Available sources of information
  - Assignment requirements (length, document design, & deadlines)
- Prewriting
  - Talking & listening
  - Reading & annotating
  - Listing
  - Clustering/Mapping/Webbing
  - Freewriting
  - Asking questions
  - Keeping a journal
  - Blogging
- Write the Thesis Statement
  - The answer to a question you have posed
  - The solution for a problem you have identified
  - A statement that takes position on a debatable topic
- Outlining
  - Group together like ideas
  - Formulate topic sentences

Drafting
- Introduction
  - Opening statements/“Hook” (statistic, quote, anecdote, question, analogy, opposite idea)
  - Thesis Statement (usually the last sentence of the Introduction)
- Body Paragraphs
  - Topic Sentences (identify the main idea of the paragraph, usually the first sentence)
  - Supporting details, specific examples
  - Transitional words & phrases
  - Chronological (time-based), Spatial (space/location-based), or Emphatic (least to most important, most to least important)

---

- **Conclusion Paragraph**
  - Restate the Thesis
  - Summarize the essay’s main points
  - Propose a course of action
  - Offer a recommendation
  - “Food for Thought”

**Revising**
- **Global Revisions**
  - Content
  - Organization
  - Purpose
  - Audience
  - Point of View (1st, 2nd, or 3rd person)

- **Sentence Revisions/Editing/Proofreading**
  - Grammar
  - Mechanics
  - Spelling
  - Typos
  - Document Design

- **Peer Responding, Tutoring, & Instructor Comments**