

The Writing Process¹

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)

¹ Hacker, Diana, and Nancy Sommers. *A Writer's Reference*. 7th ed. Boston: Bedford/St. Martin's, 2011. 3-28.



- 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