

WRITING PROCESS OVERVIEW

1) Planning

- A. Audience
- B. Purpose (inform vs. persuade)
- C. Organization
 - 1. Pros and cons
 - 2. Chronology
 - 3. Order of importance
 - 4. Lists
 - 5. Direct vs. indirect
- D. Outline

2) Drafting

- A. Use an outline and information to draft sentences and paragraphs
- B. Start with the easiest part

3) Revising

- A. Content
 - 1. Is the content the right length?
 - 2. Does it answer all the questions your audience will have?
 - 3. Is the content correct?
 - 4. Does it achieve the purpose?
- B. Organization
 - 1. Is information in the right order?
 - 2. Are headings and subheadings consistent and informative?
- C. Paragraphs
 - 1. Does each paragraph have a clear topic or topic sentence?
 - 2. Are there smooth transitions between paragraphs?
- D. Sentences
 - 1. Are you using a variety of sentence structures?
 - 2. Are there smooth transitions between sentences?
- E. Word choice
 - 1. Use active verbs where possible
 - 2. Use concrete, specific language
 - 3. Cut out excess words
 - 4. Replace buzzwords
 - 5. Use jargon only when appropriate
 - 6. Check for misused words
 - 7. Ensure that the tone is appropriate

4) Proofreading

- A. Format
- B. Grammar
- C. Punctuation
- D. Spelling