Guide: **Writing Process for Teams**

**1. Use a Writing Plan.**
A team needs a writing plan to establish a common purpose, lay out the organization of the message, and divide tasks. Once a team has a plan, members can agree on their roles. The most straightforward division of labor is for each individual to research and write a part of the document.

The team should decide writing conventions to be used such as the point of view (first or third person), levels and styles of headings, and citation form. These decisions can be made later, but someone will then have to edit the report for consistency. Especially for a long report, it's better to minimize the inconsistencies from the start.

**2. Write a First Draft.**
Dividing the team into researchers and writers has some advantages but usually leads to problems. The writers don't understand the content as well as the researchers, and the writing often takes longer than the research, raising workload issues. For these reasons, it's better that everyone on the team be responsible for researching and composing a part of the document.

When all team members write, they all have a stake in the project. Some individuals might not write well, but if they duck chances to write (or are allowed to by the team), they will not improve. Writing in teams can be a good learning experience and raise the skill level of the weaker writers.

**3. Revise the Draft.**
Authors should provide feedback on the other sections. The foremost concern should be that each section contributes to the whole. Other matters for attention include depth, clarity, organization, transitions, redundancies, and consistency among the sections. Sentence style, grammar, punctuation, spelling, and mechanics should be secondary at this point. Authors should then revise their sections.

**4. Review the Second Draft.**
Everyone should read the second draft and give any additional feedback. Each of the writers should make final revisions and review his or her section for concise and clear writing style, logical organization of paragraphs, and correctness.

**5. Edit and Correct the Final Draft.**
As a last step, one person should review the entire document for consistency in and transitions between sections as well as style, organization of paragraphs, correctness, headings, and source citations.