Revision: redoing large swaths of an assignment or paper to improve the more general ideas that are trying to be conveyed. I find that I revise as I am writing more than after I have completed a section, which might mean that I am being inefficient.

Rough draft: the first draft of a paper, more concerned with the main ideas than the more refined aspects of writing. At this point, it’s probably more important to just get words on the page than think about what’s going to be written.

Peer review: looking over another person’s writing in what is essentially a beta test, to figure out whether the paper is on the right track or maybe needs to be restructured. I have not done much peer review before, but I have always found it to be very useful.

Readability: how easy it is to read someone’s writing. I take this to be concerned more with word choice and sentence structure than the main ideas of the paper.

Clarity: how effectively the main points of a paper are conveyed. Clarity could be measured in terms of how easy it is to succinctly summarize a paper after reading it.

Conciseness: how efficient a writer is with making their points.

Effective Design: how well a paper is designed from a top down view, looking at the main ideas that inspire it

Proofreading: checking over a paper for minor errors, such as spelling, grammar, and word choice.

Distribution: the medium by which a piece of writing reaches its audience. It probably matters more than we give it credit for – a Notes screenshot posted as a tweet is received differently from an article on a reputable news site.