Keep the Edge with a Clear Writing Process

Prewriting

- Read & understand assignment
- Generate ideas
- Take notes
- Conduct research
- Draft bibliographies

Organizing

- Review assignment
- Determine subject, purpose, & audience
- Develop working thesis
- Choose organizational pattern/strategy
- Structure working outline of introduction, body, conclusion
- Coordinate main ideas with key supporting details

Drafting

- Write, write & write
- Follow outline
- Cite while drafting
- Develop ideas fully
- Make notes for further research & development

Revising

- Focus on content
- Seek feedback
- Confirm thesis fully developed
- Check for clear beginning, middle & end
- Ensure sufficient & relevant details
- Strengthen transitions
- Reduce wordiness by using powerful language
- Assess tone

Editing

- Focus on grammar & mechanics
- Verify complete sentences
- Test agreement & usage
- Correct punctuation, spelling, etc.

Publishing

- Check against assignment requirements
- Proofread for careless errors
- Adjust awkward line & page breaks
- Verify page header details

Need help?
Please ask English faculty or CLC tutors.

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