

THE PROCESS OF WRITING

| Step | Activities |
|---|---|
| <p>PREWRITING goal: to generate raw material</p> | <ul style="list-style-type: none"> •Brainstorming •Listing •Clustering, mapping •Freewriting—this helps you discover what you have to say. This can be done by long hand or if you prefer the computer, turn the screen off so that you won't be tempted to edit. After generating much material, do a <u>focused freewrite</u> - this technique helps you find the "nuggets" of writing that you want to develop. Mark them with a highlighter and freewrite again •Ask yourself the reporter's questions: who, what, where, when, how and why; these last two will facilitate analysis •Talk out your paper with a friend, tape recorder, or Academic Support Center Instructor |
| <p>ORGANIZATION goal: to make a plan (for yourself)</p> | <ul style="list-style-type: none"> • Narrow your focus to the most important issues •Group the relevant material into logical chunks •Make a list or outline •Find your central idea |
| <p>DRAFTING goal: to make a fresh start and start writing</p> | <ul style="list-style-type: none"> •Stay messy •Get your ideas on paper •Forget perfectionism •Be open to discovery |
| <p>BREAK</p> | <p>Take time between drafts so you can re-see your paper It can be helpful to revise on hard copy rather than on the computer</p> |
| <p>MACRO RE-vision goal: to look at the big picture. Revision at this stage is not a rewording activity. Rather it is an activity where writers re-evaluate their discussion</p> | <ul style="list-style-type: none"> •Are your thoughts, ideas, prose, clear? •Does the organization best support your discussion? •Do you have transitions between your sentences and paragraphs? •Does your prose flow? •Have you used key words to unite your paper to its central purpose? •Is there anything missing? •Do you respond to the assignment? <p>Try <u>reverse outlining</u>—this technique of labeling each paragraph with key words enables you to identify the main idea of each paragraph. It will also help you 1. Re-organize 2. State the main idea more explicitly 3. Identify and articulate the connections between paragraphs</p> |
| <p>BREAK</p> | <p>Take time between drafts so you can re-see your paper again It can be helpful to revise on hard copy rather than on the computer</p> |
| <p>MICRO RE-vision goal: to look at the small picture</p> | <ul style="list-style-type: none"> •Examine sentences for clarity, wordiness, flow •Grammar check •Spell check - don't assume that your computer's spell check will catch all your mistakes •Punctuation •APA specifics •Proofread •Read your paper aloud |