

Writing Handout 01 - The Writing Process

Follow these steps for good writing:

UNDERSTAND THE ASSIGNMENT

- ✓ Ask questions if you do not understand what you should do.
- ✓ Understand clearly the writing question or topic for the assignment (don't go off topic!).
- ✓ Think about the purpose of writing the assignment.
- ✓ Know that all writing involves **pieces** and **process**. These are how you will be graded!

KNOW THE STEPS

- ✓ You must **plan**, **write**, and **revise**. In other words: you must do **prewriting**, **writing**, then **proofreading and editing**.

DO PREWRITING

- ✓ BRAINSTORM as many ideas as you can using a list or a cluster.
- ✓ Clearly KEEP or THROW AWAY ideas before writing.
- ✓ Decide how you will organize your ideas before you write.

WRITE YOUR ASSIGNMENT

- ✓ Use a template for your writing (if available).
- ✓ Put all necessary pieces into the writing.
- ✓ Aim to have your writing be objective rather than subjective.
- ✓ Think about your reader as you write.
- ✓ After writing, reread your paragraph immediately to see that ...
 - ... your topic sentence has a topic plus a controlling idea (that are not off topic!).
 - ... you have enough ideas to strongly support your position.
 - ... you have made no grammar or style errors.
 - ... all the pieces that you need are there.

REWRITE YOUR ASSIGNMENT

- ✓ Wait at least 48 hours to reread and revise your writing a final time for that draft.
- ✓ Proofread and edit because you WILL HAVE MISTAKES in your writing.
- ✓ Submit on time (by or before any deadlines).