STEPS OF THE WRITING PROCESS

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| **ESTIMATED # HRS** | **TASK** |
| 30 min – 1 hr | **UNDERSTAND THE ASSIGNMENT**  Re-read the prompt, highlight, re-write the prompt in your own words.  Know the length, due date, and amount of time you have to complete the paper |
| *Varies* | **RE-READ/RESEARCH**  Review relevant notes and material  For research papers, take time combing through lots of information |
| 2-4 hr | **BRAINSTORM**  Write out ANY and ALL ideas you may have without trying to make it perfect  Draw pictures, make a web, create a chart – anything to express your thoughts  Begin organizing your brainstorm into categories that can become paragraphs later |
| 1-3 hr | **THESIS**  From the brainstorm, generate a strong and solid thesis Try writing the thesis in large bold font in the header – as you write, make sure your paragraphs prove your thesis |
| .5 – 2 hr | **OUTLINE**  Outline your paper by paragraphs. Be SURE they connect to your thesis and do not stray |
| *Varies* | **WRITE**  Don’t try to make a perfect final draft your first try  Write everything and anything (as long as it connects to your thesis/outline) – you can delete things later |
| < 30 min | **REVERSE OUTLINE**  Re-read the paper and title each paragraph in the margins. This gives you a zoomed out view |
| *Varies* | **REVISE**  Print out a hard copy of the paper, you cannot always identify mistakes electronically  After revising, don’t look at the paper for 1 day and come back to it with a fresh perspective (if you know your paper too well, you may not be able to find errors) |