

# A Student's Guide to the Writing Process

## I. Getting Started

- **Your Assignment**  
What is the purpose?  
What are the instructor's requirements?
- **Your audience and Purpose**  
Who is the target audience?  
What is the purpose of the writing?
- **Heuristic** (Self-learning)  
Did you try clustering, Burke's pentad, brainstorming, free writing?
- **Formatting Your Thesis**  
Is the thesis too narrow or too broad?
- **Your Idea**  
Is the idea interesting?  
Is it relevant?  
Is it unique or original?

## II. Draft Writing

- **Topic Development**  
What have you discovered about your topic?
- **Focus**  
What focus should your paper take?
- **Audience and Purpose**  
Have your audience and purpose in mind?
- **Structure**  
What structure would be most effective?
- **What to Write First**  
Where should you start writing?  
(anywhere)
- **Writing Environment**  
What writing environment is most effective for you?

## III. Revision

- **Meaning**  
Is the idea clear?  
Is the focus maintained?
- **Audience**  
Is the tone right for the audience?  
Are the vocabulary and examples appropriate?
- **Details**  
Is the paper concrete and well developed?
- **Order**  
Is the structure the most effective?  
Do ideas connect logically?
- **Other**  
Is anything missing?  
Is anything extra?

## IV. Editing and Proofreading

Do one reading for each of the following:  
Word choice, spelling, grammar, punctuation, sentence structure, appearance, style, tone.