



## THE WRITING PROCESS: PREWRITING, DRAFTING, REVISING, EDITING, AND PROOFREADING

**Writing takes time:** it is a process, and it doesn't happen all at once. Make sure that you allow yourself adequate time explore your topic, draft, reflect and revise, and edit and proofread.

### Your Process

- Each writer has her or his own unique writing process: a way of prewriting, drafting, and revising. As you practice writing, you are also developing an understanding of your individual writing process. Pay attention to the things that get you writing and thinking so you can use these strategies in future writing assignments.

### BRAINSTORMING, PREWRITING, AND PLANNING

- Brainstorm ideas
- Discover what to write about
- Explore your topic
- Discover material
- Identify your audience and purpose
- Organize information
- Develop a plan or outline

### DRAFTING

- Write your ideas in sentences and paragraphs
- Continue to explore your ideas as you write
- Organize your writing into an "introduction," "body," and "conclusion"
- Create a "first draft" by writing all the way through the paper
- You don't have to begin at the beginning

### REVISING

- Re-reading and re-writing
- Adding facts, details, explanation
- Read aloud
- Rephrasing for clarity and coherence
- Reorganizing
- Eliminate unnecessary details and redundancies

### EDITING AND PROOFREADING

- Review word choice, word order, and sentence structure
- Check for correct sentence structure, grammar, mechanics, usage, and spelling
- Make sure that you have followed formatting guidelines

**YOUR PROCESS** Use the space below to reflect on your writing process

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