

Writing stages

Prewriting

- Know exactly what the assignment is and what is expected of you.
- Review student examples if available.
- Select a focus for your paper .
- Research the topic and select a methodology as needed.
- Reconsider your choice: consult with the professor and/or revise as necessary.
- Develop your ideas by brainstorming, free writing, and/or clustering.
- Outline material by establishing a thesis and topic sentences.
- If a research question is necessary, make sure you have one before you start writing.

Writing

- Select an organizational strategy and arrange your material.
- Draft out your research and analysis.

Revising (also known as editing)

- Put distance between you and the product.
- Approach the paper with refreshed eyes and a renewed mind.
- Review each of the following and in this order:
 - Thesis
 - Organization
 - Sections
 - Paragraphs
 - Sentences
 - Words

Proofreading

- Read aloud to yourself, looking for the following:
 - Mechanical errors
 - Grammar errors
- Check your assignment for the following:
 - Correct style
 - Correct attribution
 - Pagination
 - Your name
 - Title
 - The professor's name—make sure it is spelled correctly!