

# WRITING CENTER

## Tips on the Writing Process

|   | Purpose  | Audience   | Message  | Form  |
|---|--|--|--|---|
| <b>Prewriting</b><br><i>(consider the task)</i> <ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Planning</li> <li>• Organizing</li> </ul> | Determine what you want to DO and make an operational plan.                                | Determine the discourse community, and what its members—<br><br>Know? Think?<br>Feel?      | Decide:<br><br>What you want to say.<br><br>What you need to say.<br><br>What you can say. | Block Ideas<br><br>Write a working introduction w/a preliminary thesis                        |
| <b>Drafting</b><br><i>(generate raw material)</i> <ul style="list-style-type: none"> <li>• Knowledge</li> <li>• Rhetoric</li> <li>• Language</li> </ul>     | Develop ideas & strategies.  | Writer-Based (Develop ideas first, before worrying about how you audience will view them.) | Supply yourself with material for revision   | Experiment with organizational strategies   |
| <b>Revising</b><br><i>(clarify message)</i> <ul style="list-style-type: none"> <li>• Add</li> <li>• Delete</li> <li>• Clarify</li> </ul>                    | Does it accomplish the purpose?<br><br>Is it persuasive?<br><br>Is it authoritative?       | Group response (Imagine the final audience)<br><br>Tone? Action?<br>Reaction?              | Does it provide a clear thesis?<br><br>Is it coherent?<br><br>Is it well-developed?        | Does it have an introduction, body, and conclusion?<br><br>Does it use effective transitions? |
| <b>Editing</b><br><i>(finalize form)</i> <ul style="list-style-type: none"> <li>• Paragraphs</li> <li>• Sentences</li> <li>• Words</li> </ul>               | Have you established credibility by using a style appropriate to your discourse community? | Have you used appropriate diction?   | Is it clear, concise, and stylistically complete?  | Have you used appropriate documentation?<br><br>Have you checked for common problems?         |