

STAGES IN THE WRITING PROCESS

(Developed by Bill Stifler, CSTCC, 1996)

| | <i>WRITING FOR SELF</i> | | <i>WRITING FOR AUDIENCE</i> | | |
|--|---|--|--|--|--|
| Prewriting | Focused Prewriting | Drafting | First Review | Second Review | Final Review |
| <i>Gathering Details</i> | <i>Discovering a Purpose or Developing Details</i> | <i>Selecting/Organizing Details to Fit Some Purpose</i> | Revision <i>Making Effective: Sharpening Purpose Details & Structure</i> | Editing <i>Making Effective: Style, Form, and Language</i> | Proofreading <i>Making Effective: Format</i> |
| Focusing on details using | Focusing on patterns through | Focusing on a single idea that reveals | <p>PURPOSE</p> <p>Thesis</p> <ul style="list-style-type: none"> Carefully and precisely worded Point worth making Comprehensive Focused to manageable limits <p>DETAILS</p> <ul style="list-style-type: none"> Appropriate Sufficient Types <ul style="list-style-type: none"> General <ul style="list-style-type: none"> broad categories Specific <ul style="list-style-type: none"> mathematically precise Concrete <ul style="list-style-type: none"> involving the five senses <p>STRUCTURE</p> <ul style="list-style-type: none"> Appropriate for audience/purpose Clear & understandable | <p>INTRODUCTION</p> <p>Interesting</p> <p>Provides background (for thesis)</p> <p>Clear and specific purpose (thesis)</p> <p>BODY</p> <p>Topic Sentences</p> <p>Direction of ideas</p> <p>Relationships or Links between ideas</p> <p>Transitions</p> <p>Accurate relationships</p> <p>Language</p> <p>Clear</p> <p>Appropriate diction</p> <p>Sentence variety</p> <p>Vivid nouns and verbs</p> <p>Free from excess words or clutter</p> <p>CONCLUSION</p> <p>Restatement or summary</p> <p>Sense of Resolution</p> | <p>Mechanics (appropriate to genre)</p> <p>Business Writing</p> <p>Technical Writing</p> <p>Personal Essay</p> <p>Academic Essay</p> <p>Literary Analysis</p> <p>Research</p> <p>Documentation (research)</p> <p>MLA style</p> <p>Standard Grammar, Punctuation, and Spelling</p> <p>Appearance</p> <p>Neat</p> <p>Appropriate headings</p> <p>Margins</p> <p>Typed</p> <p>double-spaced, left justified, with one inch margins, or</p> <p>Handwritten</p> <p>on the front side of white lined notebook paper in blue or black ink</p> |
| Journal Writing Freewriting Focused writing Listing Brainstorming Clustering Looping Reporter's Formula (5 W's) Notetaking | Brainstorming Listing Clustering Grouping Scratch Outline Looping | Meaning Purpose Value or Significance "0 Draft" | Write the draft quickly using prewriting and focused prewriting notes | | |
| <i>Anything</i> which helps you generate details to use in your writing is a prewriting technique. | <i>Anything</i> which helps you discover a meaningful relationship or pattern within your details or which helps you find details to support a purpose is a focused prewriting technique. | Keep in mind that the way details are organized may depend on the <i>type</i> of writing: research, report, personal essay, expository essay, memo, and so on. | | | |