

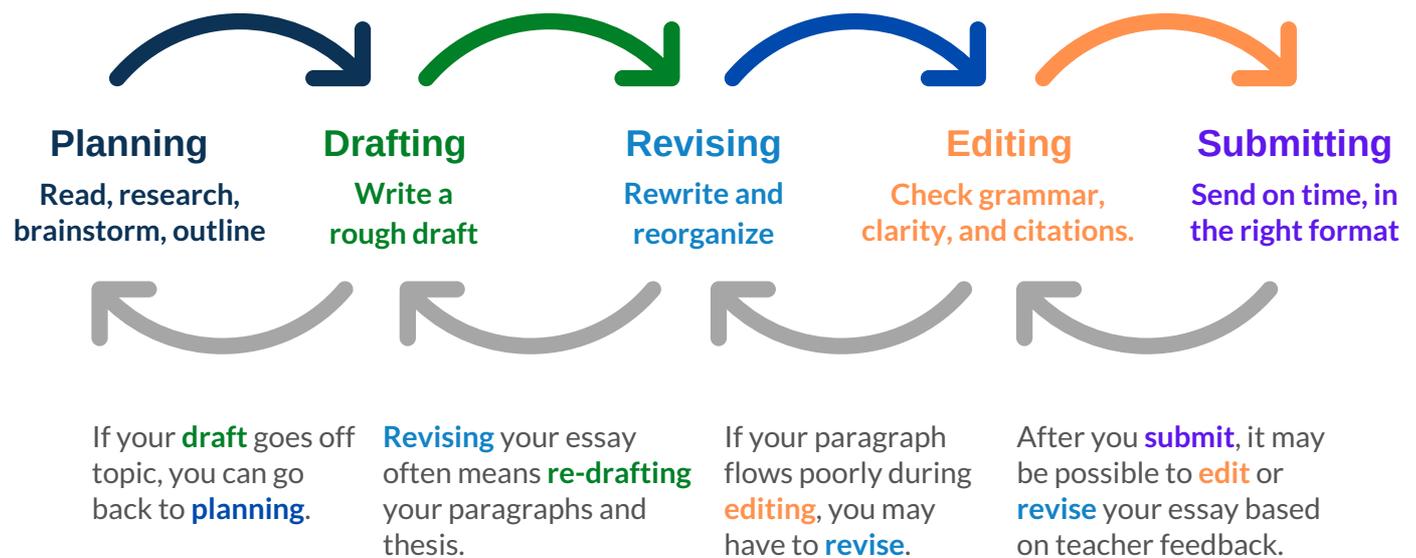
# WRITING PROCESS

*Writing is rewriting*

## WHAT IS THE WRITING PROCESS?

The writing process consists of five stages: **planning**, **drafting**, **revising**, **editing**, and **submitting**.

Students rarely follow a straight path through the writing process. It is normal to move back and forth.



## PLAN YOUR TIME:

- Schedule the time you need to finish each stage of the writing process.
  - **Know your own writing and editing speeds.** Record the time it takes you to perform a task, such as **writing** or **editing** a paragraph, using a **stopwatch app**. Write down your speeds.
  - Remember that it often takes writers **twice** as long to finish a task than they expect. Learn to anticipate this and plan your time accordingly.
- **Finish the rough draft a few days before the due date.** This will give you time to **revise** and **edit**. You can also ask your teacher for feedback on your draft.

## HOW TO START:

- You could start by:
  - Brainstorming.
  - Writing a thesis statement.
  - Finding and assembling quotations and evidence.
  - Coming up with supporting points.
  - Writing the introduction.
  - Writing any body paragraph.



# WRITING PROCESS

Continued

## PLANNING:

- **Understand the assignment and tasks.** Create an outline based on the instructions.
- **Research your sources.** Consult a librarian if you need help.
  - Dawson College Library website: <https://library.dawsoncollege.qc.ca/>.
- **Read the assigned text(s) and / or the sources** you researched.
  - **Take notes.** Identify the author's overall idea. Record page numbers and bibliographic information to make citing quotes easier.
- **Brainstorm** at any stage of the writing process: when deciding your topic, deciding which sources to research, and /or figuring out what supporting points to use.
- **Write your thesis statement if you can.** If you are not sure, you can begin writing your draft and write a working thesis instead. You can always go back to revise your thesis statement.
- **Write an outline:**
  - Make sure you have enough main points and evidence to support them.
  - If you do not have enough points, keep researching or brainstorming until you do, or start your essay's first draft and come up with points as you write. Update the outline later.

## DRAFTING:

- **Just write. Edit later.** Do not worry about spelling or grammar. Get your paragraphs on paper, using your outline as a guide.
- Just because an essay begins with an **introduction** does not mean you have to start by writing it.
- If you get stuck writing, write a part of your essay you know you can complete first, then return to where you had the difficulty.

## REVISING:

- **Set your essay aside** for a few days to revise and edit with a **fresh** perspective.
- **Make sure all the components of the essay are in place:** your introduction should have a thesis statement and your body paragraphs need topic sentences that support your thesis.
- Ensure that evidence and quotations clearly help you support your thesis.
- You can **adjust** or completely rewrite your thesis at this stage, if needed, or change the **order** of your paragraphs.
- Imagine you are a stranger reading your own essay. Highlight where you feel **confused** reading it and then make it clearer.

## EDITING:

- Check run-on sentences, incomplete sentences, spelling, punctuation, and capitalization.
- Edit your writing for formal, academic English, if required.
- Read your writing out loud. Does it sound logical? Are there unclear phrases that leap out at you?
- **Proofread.** Correct all errors and mistakes, and check your **MLA** or **APA** citations.

For more information, contact the Academic Skills Centre.