

The Writing Process

The writing process is something that no two people do the same way. There is no “right way” or “wrong way” to write. It can be a very messy and fluid process, and the following is only a representation of commonly used steps.

STEPS OF THE WRITING PROCESS

STEP 1: PREWRITING

THINK AND DECIDE

Make sure you understand your assignment. See [Research Papers](#) or [Essays](#)

Decide on a topic to write about. See [Narrow your Topic](#).

Consider who will read your work. See [Audience and Voice](#)

Brainstorm ideas about the subject. See [Prewriting Strategies](#)

STEP 2: RESEARCH (IF NEEDED)

SEARCH

List places where you can find information. See [Doing Research](#)

Do your research. See [Evaluating Sources](#) and [Primary vs. Secondary Sources](#)

Make an Outline to help organize your research. See [Outlines](#)

STEP 3: DRAFTING

WRITE

Put the information you researched into your own words. See [Paraphrase and Summary](#)

Write sentences and paragraphs even if they are not perfect.

Read what you have written and judge if it says what you mean. See [Thesis Statements](#)

Write some more. See [Incorporating References](#)

Read it again.

Write some more.

Read it again.

Write until you have said everything you want to say about the topic.

STEP 4: REVISING

MAKE IT BETTER

Read what you have written again. See [Revising](#)

Rearrange words, sentences or paragraphs.

Take out or add parts.

Do more research if you think you should.

Replace overused or unclear words.

Read your writing aloud to be sure it flows smoothly.

STEP 5: EDITING AND PROOFREADING

MAKE IT CORRECT

Be sure all sentences are complete. See [Editing and Proofreading](#)

Correct spelling, capitalization, and punctuation.

Change words that are not used correctly or are unclear.

Make sure you are using the appropriate Style formatting.

See: <http://bcs.bedfordstmartins.com/resdoc5e/index.htm> for examples

Have someone else check your work.¹

¹ Adapted from The five steps of the writing process. lewis.cpsb.org