

University of Houston Clear Lake

WRITING CENTER

Tips on the Writing Process

	Purpose	Audience	Message	Form
Prewriting <i>(Consider the task)</i> <ul style="list-style-type: none"> Brainstorming Planning Organizing 	Determine what you want to DO and make an operational plan. Are you: <ul style="list-style-type: none"> Persuading? Informing? Discussing? 	Determine the discourse community, and what its members: <ul style="list-style-type: none"> Know? Think? Feel? 	Decide: <ul style="list-style-type: none"> What you want to say What you need to say What you can say 	Begin organizing your information: <ul style="list-style-type: none"> Block Ideas Write a working introduction w/a preliminary thesis Outline
Drafting <i>(Generate raw material)</i> <ul style="list-style-type: none"> Knowledge Rhetoric Language 	Develop main ideas & strategies: <ul style="list-style-type: none"> How will you persuade? Inform? Discuss? What are your supporting details? What is your thesis? 	Writer-Based: <ul style="list-style-type: none"> Develop ideas first before worrying about how your audience will view them. 	Supply yourself with extra material for revision: <ul style="list-style-type: none"> Supports Counter Arguments Sources 	Experiment with organizational strategies: <ul style="list-style-type: none"> Various outline styles Highlighting
Revising <i>(Clarify message)</i> <ul style="list-style-type: none"> Add Delete Clarify 	Ask questions: <ul style="list-style-type: none"> Does it accomplish the purpose? Is it persuasive? Is it authoritative? 	Imagine the final audience: <ul style="list-style-type: none"> Tone? Action? Reaction? 	Ask questions: <ul style="list-style-type: none"> Does it provide a clear thesis? Is it coherent? Is it well-developed? 	Ask questions: <ul style="list-style-type: none"> Does it have an introduction, body, and conclusion? Does it use effective transitions?
Editing <i>(Finalize form)</i> <ul style="list-style-type: none"> Paragraphs Sentences Words 	Have you used appropriate diction?	Have you established credibility by using a style appropriate to your discourse community?	Is it clear, concise, and stylistically complete?	Have you used appropriate documentation? Have you checked for common problems?