

THE WRITING PROCESS

1

Understand the title

Be sure you know what the title is asking, so that you can answer the question properly. Underline **key words**, which you may need to define in the text, and identify and understand any **command words**, such as *analyse, compare, discuss, outline*.

2

Brainstorm ideas

Quickly write down ideas you already have, using brainstorming techniques such as **clustering, listing** and **freewriting**.

3

Research*

Extended essays and reports need to include information from sources. You should **find** sources, **select** ones which are relevant, and **read** them (using skimming/scanning skills if possible).

4

Make notes*

Make notes from any sources consulted. Be sure to make a note of **details needed for referencing** (author's name(s), date of publication, title).

5

Write outline

Make an outline (plan) for your writing to help organise your ideas. Include **thesis/aim, topic sentences** and **supporting ideas**

6

Write first draft

Write a first (rough) draft by following your outline. Add new ideas if they are relevant, but remember your thesis/aim. Focus on **ideas/content** rather than grammar/spelling/punctuation.

7

Check your work

Check through your work (ask a peer or your tutor, if possible). Focus on the **bigger picture**, i.e. thesis/aim, topic sentences, supporting ideas. Also check for referencing and paraphrasing to ensure there is no plagiarism. Use a checklist if possible.

8

Redraft*

Write a **new draft**, based on the feedback received after checking. If necessary, repeat the checking and redrafting steps.

9

Proofread*

Check your work for a final time, using a **hard copy** if possible. Be sure to focus on the smaller aspects, in other words **grammar, spelling** and **punctuation**. Use a **spellcheck** built in to programmes like Microsoft Word. If you have mistakes you commonly make, check for those more carefully.

10

Submit your work

Done! Submit your final draft. Make sure you hand it in before the **deadline!**

• These stages are for extended (researched) assignments, not short (exam) essays.

Credit: This infographic uses information from the EAPFoundation.com website



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