



HOW TO COMPLETE A WRITING ASSIGNMENT

Using the writing process

The writing process is like a good plan. It can give you clarity on what you want to write about and how you want express your ideas. Use the steps below to help you clearly articulate your ideas. Keep in mind that the steps are **recursive!** That means you might go back a step or skip ahead while you are working.



1 READ THE INSTRUCTIONS

Read to understand the assignment's purpose and tasks. Take notes on important sections such as questions you need to answer, assignment requirements, and the due date.

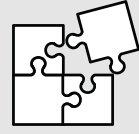
Refer back to your assignment instructions frequently to make sure you are on track.



2 INVENTING (BRAINSTORMING)

Think of what you want to say for your assignment and start to plan how you want to say it. You can accomplish this through outlines, to-do lists, mind maps, etc.

Use the assignment instructions to guide your brainstorming.



3 PLANNING (OUTLINING)

Organize your ideas in a logical order that supports your main point. Planning helps you understand your main point and how each idea contributes to the main point.

Think of the information that your reader would need to know first to understand your main point.



4 DRAFTING

Write for your assignment. While this stage may sound the simplest, it's also a time when many get writer's block. There are many strategies to get unstuck, including revisiting stages 1 and 2.

While planning is an important stage, you can plan after you have started drafting.



5 REVISING

Examine your writing to see if you are clearly expressing your ideas. Make sure that your main point is clear, your argument is strong and that each section of your writing connects well with each other.

You can revise as you write or you can revise after you have completed a draft.



6 POLISHING

Do your final edits for your writing including proofreading, spell-checking, and checking your references.

While the writing process is recursive, it is most efficient to save polishing for last.

Remember, you can go back to previous stages to add new ideas or expand on previous ideas. You can also combine stages (for example, some writers invent and plan at the same time). **Make the writing process work for you!**

For more guidance or feedback on improving your writing process, work with the CARE Learning Center. Find out more about us by visiting our page on the community site: community.pacificoaks.edu/care-lc

