**Planning Your Paper**

**Prewrite (50%)**

**Prewriting** is planning and gathering ideas before writing. This process includes developing a topic, researching, brainstorming, outlining, and in general, thinking about what you want to write.

**Start Date:** ________________  
(This is the date the paper was assigned or you plan to start.)

**Prompt:** Spend some time reading the assignment and thinking about what you would like to write about. Decide what topics you would like to explore through further thought and research.

**Prewriting Checklist:**
- Find and read potential sources. Keep a running references list.
- While reading, keep track of interesting ideas and persuasive arguments that you could use as supporting evidence while drafting your paper.
- Brainstorm your paper. This can be done in many ways such as listing, clustering, and freewriting.
- Narrow your topic.
- Develop a preliminary thesis. Make sure it describes both what you will be writing about and why that topic matters.
- Assess your audience: Who are you writing for? It might not be the professor, so pay close attention to the prompt.
- Assess your purpose: It helps to know what the directions are telling you to do. Circle the verbs that are used or implied in the prompt:

<table>
<thead>
<tr>
<th>Analyze</th>
<th>Compare/Contrast</th>
<th>Identify</th>
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<tbody>
<tr>
<td>Summarize</td>
<td>Argue</td>
<td>Discuss</td>
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<tr>
<td>Explain</td>
<td>Apply</td>
<td>Criticize</td>
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<td>Evaluate</td>
<td>Review</td>
<td>Illustrate</td>
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<tr>
<td>Classify</td>
<td>List</td>
<td>Integrate</td>
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<tr>
<td>Others</td>
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</tbody>
</table>

Some helpful handouts include:
- Reading a Scholarly Text
- Brainstorming, Outlining, and Organizing Your Paper
- Conventions of Academic Writing
- Analysis vs. Summary

**Drafting (20%)**

**Drafting** is the stage to organize your ideas into full sentences and paragraphs.

**Draft Due Date:** ________________  
(This date should be halfway between your start date and your final due date.)

**Rough Draft Checklist:**
- Write quickly, without hesitation. Save revisions until later.
- Feel free to leave blank spaces and come back to them later. Don’t get stuck.
- While/after writing your first draft, assess how well the paper follows the assignment instructions.
- Assess the tone of your paper. Make sure it is appropriate to your audience.

**Take a break:**
Take some time after your first draft to clear your head and prepare for revision.

Some helpful handouts include:
- Moving Past Writer’s Block
- Introductions and Conclusions
- Quotations and Using Credible Sources
- Thesis Statements and Topic Sentences

Now is a good time to visit the Writing Center, but you can come in for any stage of the writing process.

**Revise, Edit, and Proofread (30%)**

**Revising:** Think of revising as “re-visioning.” It looks at the way the paper works as a whole.

**Editing:** Examine your ideas on the sentence level, focusing more on detail than big picture revisions.

**Proofreading:** The last check of your paper to catch any errors.

**Final Due Date:** ________________

**Revise:**
- **Reverse Outline:** Write what each paragraph does in the margin. See if you have any holes, repetition, or need to reorganize.
- Do I have enough support/evidence?
- Is there an introduction, body, and conclusion?
- Are paragraphs cohesive and ordered logically?
- Do I have transitional statements/topic sentences?
- Do I repeat myself? How is my style?

**Edit:**
- Do I vary my sentence structure?
- Is my word choice appropriate to my audience?
- Does my paper use the correct format/documentation?
- Read aloud to look for ways to make your paper sound better.

**Proofread:**
- Do I have correct grammar, spelling and usage?
- Read your paper one sentence at a time starting from the last sentence and moving backwards to the title.

Some helpful handouts include:
- Ten Writing Priorities and Revising, Editing, and Proofreading
- Transitions Words and Phrases
- Strategies for Proofreading
- Sentence Variety