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Writing Tips

The **writing process** for composing an essay can be divided into four stages:

1. Preparation/pre-writing
2. First Draft
3. Revision
4. Final Draft

Preparation/Prewriting

This is the stage where a writer investigates a topic using a variety of sources. While doing research, a writer can organize their ideas by free writing, brainstorming, outlining, or clustering. At this stage, a writer should ask questions such as: "Who is going to read my essay?" and "What is the purpose of my essay?"

First Draft

At this stage, a writer turns their ideas into sentences and paragraphs. The most important sentence is the thesis statement. Once a writer has a solid thesis statement, they can structure their thoughts and elaborate. Spelling and punctuation are not important at this point. What is important is organizing and detailing all of the information.

Revision

The revision stage is not about spelling and punctuation, but about editing the essay for clarity. This includes reorganizing ideas, adding new information, or taking information out. At this stage, a writer reads their essay, evaluates it, and makes changes to strengthen their arguments.

Final Draft

At this stage, the writer looks for grammar and spelling errors, transitions from paragraph to paragraph, and makes sure there are no punctuation errors in the essay. This is the draft that will be handed in as an assignment or published.