Writing Process Worksheet

**Title**

**Name** ___________________________ **Due Date** ___________________________

**ASSIGNMENT**

In the space below, write whatever you need to know about your assignment, including information about the topic, audience, pattern of writing, length, whether to include a rough draft or revised drafts, and whether your paper must be typed.

**STAGE ONE**

**Explore:** Freewrite, brainstorm (list), cluster, or take notes as directed by your instructor. Use the back of this page or separate paper if you need more space.

**STAGE TWO**

**Organize:** Write a topic sentence or thesis; label the subject and treatment parts.

Write an outline or an outline alternative. For text-based writing include references and short quotations with page numbers as support in the outline.

**STAGE THREE**

**Write:** On separate paper, write and then revise your paragraph or essay as many times as necessary for coherence, language (usage, tone, and diction), unity, emphasis, support, and sentences (CLUESS). Read your work aloud to hear and correct any grammatical errors or awkward-sounding sentences.

Edit any problems in fundamentals, such as capitalization, omissions, punctuation, and spelling (COPS).