

## **WRITING PROCESS**

Gathering and shaping ideas and putting words on paper are a natural sequence for most of us, but writers seldom move through this process like a train moving on a track, beginning at one point and progressing to the final destination. In fact, you will often find yourself brainstorming for ideas in the middle of a paper, editing as you notice an error, and sometimes substantially reorganizing when the work seemed nearly complete.

Writing process means the steps and methods used to generate a finished piece of writing. These steps are usually presented in linear fashion but may naturally occur non-linearly. Generally, the writing process can be broken into three phases: prewriting, writing, and revising. But when discussed in detail. Following are the steps of writing process:

### **1. Brainstorming**

Before getting started with the act of writing, you'll need to conceptualize your writing topic. If it wasn't specifically given to you, think of your overarching topic and determine what you want to say about it. You may want to write an informational piece about what the topic is or how it works. You can also go deeper into a subject by addressing an issue in your writing that's related to the broader topic.

During this writing process step, thinking about who your audience is can help you better define your topic. For example, if your target reader is an expert on the general topic you're writing about, an introductory explanation of the subject might not offer as much value to your intended reader.

### **2. Preparing**

When you've picked your topic, it's time to prepare the information you need to start writing. This includes finding authoritative sources of information for research and interview purposes. Once you've gathered all of your information, create an outline. An outline helps you map out your ideas in an organized, easy-to-follow way so that your writing flows smoothly for the reader.

Generally, an outline consists of an introduction that frames the main point for your audience, a body, which is where you'll break down the main point with more details and supporting statements, and a conclusion to wrap up your thoughts and leave the reader with a final statement.

### **3. Drafting**

This is the part of the writing process where you get to apply your research and outline in writing. With the help of your outline, formulate sentences and paragraphs to express your points. Your draft doesn't need to be perfect since you'll make revisions and corrections in the subsequent writing process steps.

The key to the draft step is getting your ideas written in a way that's organized and transitions well between sentences and paragraphs. Read through what you've written—whether you do so piecemeal as you're writing, or after you've finished writing your conclusion. It's helpful to read your writing aloud to spot typos, gaps in information, and any awkward or sudden transitions.

#### **4. Revising**

The revision step is a critical part of every writer's process. This is where you'll have the opportunity to finetune unclear ideas in your first draft, reorganize the structure of your paragraphs for a natural flow, and reassess whether your draft effectively conveys complete information to the reader. It's also a chance to tighten your writing by removing unnecessary words that can be shared concisely. After making improvements to your first draft, reread your writing out loud to ensure that it looks and sounds as you intended.

In writing, you may encounter one revision or many. The revision step is a process of its own and there's no "right" number of revisions that produces strong writing.

#### **5. Proofreading**

When you feel confident about your revisions, move on to the last writing process step: proofreading. Proofreading involves re-reading your final work with greater emphasis on correcting technical errors, like spelling, grammar, and style.

This is another opportunity to confirm your writing addresses what the title promises to deliver. For example, if your headline is "How to Adopt a Dog," evaluate whether you actually answered that prompt for your reader, thoroughly. Before submitting or publishing your work, take another chance to read your writing aloud for subtle errors. If you feel good about where your work is, submit it.