The Writing Process

prewrite
whakareritia

draft
tuhituhia

repeat as needed

revise
whakapaia

edit
whakarerekēhia

proofread
whakatikahia

- establish purpose
- establish audience
- think
- research
- brainstorm
- map
- plan

- write
- paragraph
- incorporate evidence
- make connections between ideas
- establish flow

- reverse outline
- reduce / cut (paragraph level)
- expand
- rearrange
- shift emphasis

- reduce / cut (sentence level)
- break up long sentences
- check formality, vocabulary
- check presence of references

- perform the 3-stage proofreading process
- create a style sheet
- check spelling, punctuation, grammar and capitalisation
- check formatting of references

Which question/s do I want to answer?

What information do I need to answer these questions?

What are my main points or ideas?

How / in which order do I want to present these points or ideas?

Can I articulate and explain my ideas to someone else?

How can I best express my main ideas?

What is the connection between ideas and evidence?

Which points require definition or explanation?

How much detail do I need to provide?

What assumptions can I make about my readers' prior knowledge?

Does my draft answer the assignment question / my research question/s?

Does my draft match my plan? If not, do I need to revise my draft or my plan?

Have I delivered on my promise to my readers?

Are all my points relevant?

Have I developed my ideas logically?

Have I provided enough / appropriate evidence?

Has someone else read my work to check if it makes sense?

Am I expressing my ideas clearly?

Can I make my writing more concise (i.e. use fewer words to say the same thing)?

Have I used appropriate academic style?

Is there any repetition I can remove?

Have I referenced all my sources?

Have I read my work aloud?

Is my work formatted correctly (line spacing, headings, paragraph demarcations, font, etc.)?

Are my references formatted according to my subject's style guide or lecturer's / supervisor's instructions?

Are there any other errors or inconsistencies in my work?

What is the difference between editing and proofreading?
Editing is a *subjective* process: it requires you to make stylistic and structural decisions. Proofreading is *objective*: it involves finding and correcting errors. Often writers will edit and proofread simultaneously, but you should always carry out a final proofread before you submit your work.