

Student Workshop



Starting the Writing Process

For many college students, the thought of writing an academic paper may seem overwhelming. Addressing your concerns and following a process help calm your fears and write effective papers.

Overcoming Concerns

Every writer, at some point, faces concerns. To overcome these concerns, consider the following strategies:

- **Get support:** Find a writing partner—a spouse, friend, coworker, or parent—to support you and with whom to share ideas, concerns, and questions. Your partner may provide feedback on your writing and help proofread final drafts.
- **Identify your strengths:** Make a list of your writing strengths. Perhaps you excel at coming up with ideas. Maybe you ask great questions or know how to search for information. Use these strengths as a springboard.
- **Improve your writing skills constantly:** Read writing related to your topic or specific types of required writing (The Writing Center at the University of North Carolina). Write more often. Keep a journal.

The Writing Process

Following a writing process helps you stay organized and focused. The writing process involves planning, drafting, revising, proofreading, and submitting.

Each step must be completed every time you write a paper. The following diagram includes those steps, tasks to complete, and available resources.

Steps	Tasks to Complete	Resources to Use
One: Planning	<ol style="list-style-type: none"> 1. Determine the paper's purpose. 2. Develop thesis statement. 3. Generate ideas. 4. Organize 	<ul style="list-style-type: none"> • Assignment criteria • Center for Writing Excellence (CWE) <ul style="list-style-type: none"> ◦ Guidelines for writing academic papers ◦ Sample outlines ◦ Thesis

	ideas into an outline.	<p>Generator</p> <ul style="list-style-type: none"> • Your facilitator
Two: Drafting	<ol style="list-style-type: none"> 1. Write body first. 2. Write introduction and conclusion last. 3. Focus on content, instead of grammar, mechanics, or formatting. 	<ul style="list-style-type: none"> • Assignment criteria • CWE sample paper • Essay outline • Your facilitator
Three: Revising	<ol style="list-style-type: none"> 1. Determine if content is relevant. 2. Decide if essential information is missing. 3. Add transitions. 4. Check for consistency with APA guidelines, if required. 	<ul style="list-style-type: none"> • Assignment criteria • CWE <ul style="list-style-type: none"> ◦ Sample paper ◦ Paper-reviewing services ◦ Plagiarism Checker • Writing partner
Four: Proofreading	<ol style="list-style-type: none"> 1. Check for spelling or grammatical errors. 2. Review content for last time. 	<ul style="list-style-type: none"> • Microsoft® Word tools <ul style="list-style-type: none"> ◦ Spellchecker ◦ Grammar checker • Writing partner

Five: Submitting	<ol style="list-style-type: none">1. Save paper as Microsoft® Word document.2. Post paper as required.	<ul style="list-style-type: none">• Assignment requirements
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Reference

The Writing Center at the University of North Carolina. *Writing anxiety*. Retrieved from http://www.unc.edu/depts/wcweb/handouts/writing_anxiety.html

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