write@uni: The writing process

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| **Analyse the task and collect information** |
| What type of assignment am I required to write? |
| Who am I writing for? (audience) |
| What do I already know about the topic or want to find out? |
| What reading sources will I use? |
| How do these resources help me answer the question? |

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| **Plan the overall structure** |
| What do I want to say in response to the assignment question (purpose)? |
| How will I use the information that I’ve found? |
| What is my argument? What are my main points? |
| How can I best structure my argument? |
| What’s the word limit? |

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| **Draft effective paragraphs** |
| What referencing style shall I use? |
| What examples and evidence will I integrate to support my argument? |
| How will I balance my argument? |
| How do I plan to integrate information and research sources (quoting & paraphrasing)? |

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| **Reflect on the draft and re-write\*** |
| Is my argument well-structured and supported? Is it relevant and convincing? |
| Have I considered different perspectives? |
| Have I engaged with the course materials, concepts and theories? |
| Have I made claims but not supported them with evidence? |
| Do I need to do further research? |

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| **Review the draft with peers/others\*** |
| Can other people understand what I’m trying to communicate? |
| Are my ideas logical and easy to follow? |
| Do I need to make changes? |

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| **Revise the final draft\*** |
| Have I answered the assignment question? |
| Have I addressed the marking criteria? |
| Are there any ideas I need to develop further? |
| Are my ideas/paragraphs clearly linked? |
| Have I written within the word limit? |

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| **Edit and proofread\*** |
| Is my assignment properly structured, formatted and referenced? |
| Have I used a clear, succinct academic writing style? |
| Is the language appropriate for the text/task? |
| Are there any grammar, spelling, word choice and punctuation errors? |