THE STEPS TO AN OUTSTANDING PAPER

Student Name: _____

Paper Topic/Assignment: _____

Please take a moment to plan out your needs with your writing tutor for the current paper assignment according to the writing process given below. As you work through the writing process, bring this paper back to the ALPHA Center so that the next tutor you work with knows more readily where you are at with your paper.

Date	The Writing Process	Notes/Reminders	Tutor Initials
	PREWRITING **Focusing on Your Ideas** ❑ Brainstorm all of the possible ideas that could go with this paper topic ❑ Narrow down what you would like to focus on in your paper (Be sure that your focus is appropriate for any length requirement for the paper) ❑ Brainstorm for all of the details/explanations/examples that could go with your paper focus ❑ Complete any research needed to write about your paper focus		
	ORGANIZING **Making a Map of Your Paper** ❑ Decide what your main points are ❑ Form a thesis that clearly and concisely introduces those main points and matches the purpose of the paper ❑ Create an outline with each of your main points in the proper order for your paper ❑ Jot down any examples, details, and explanations that would go under each of your main points ❑ Complete any research needed to fill in any holes		

	DRAFTING **Writing Your Paper** ❑ Follow your outline ❑ Be aware of your audience (formal or informal voice) ❑ Be mindful of your purpose (inform, persuade, describe, narrate)		
	REVISING **Cleaning Up Your Content** ❑ Make sure your thesis is easily spotted and is clear/concise for the paper and matches the purpose of the paper ❑ Check that all of your ideas are in the right places ❑ Determine where you need more details/explanations/examples to support your ideas or make them stronger ❑ Create/revise the attention-grabber or lead to capture the readers attention ❑ Check over the conclusion to make sure it restates the thesis, sums up the main points and makes a final closing statement ❑ Change any vague language and awkward phrasing ❑ Make sure all body paragraphs have smooth transitions and topic sentences		
	EDITING **Polishing up Sentence Fluency and Conventions** ❑ Read through the paper for improper word choice ❑ Correct any poor sentence structures and/or put more sentence structure variety into the paper ❑ Change any mechanical errors in punctuation and reference citing		

NOTES/REMINDERS: