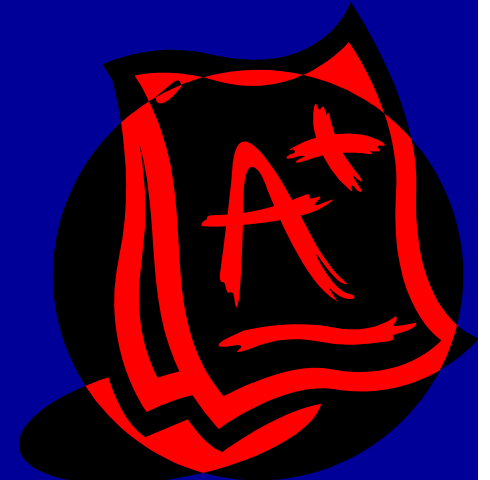


# Organizing and Revising Essays



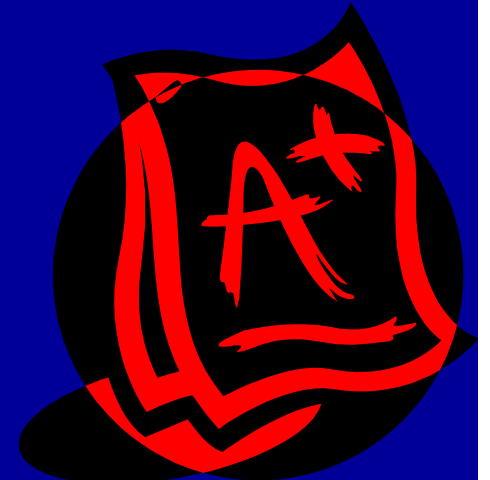
# The Writing Process

- Planning
- Shaping
- Drafting
- Revising
- Editing
- Proofreading



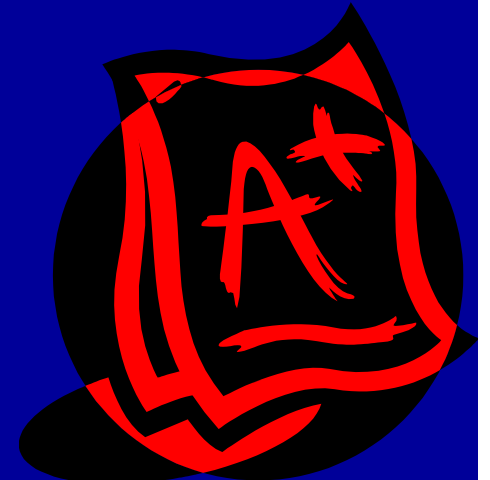
# Planning: Research and Note Taking

- Generate ideas
  - Freewriting and brain storming
    - (Focus on your topic if you have one)
  - 5 W's and an "H"
  - Make a list of topical thoughts/questions
- Take notes
  - Computer database
  - Note cards



# Shaping: Organizing Your Information

- Grouping Information
  - Lists
    - Grouping
      - General ~> Specific
  - Clustering and mapping
    - Grouping
      - General ~> Specific



# Drafting: Writing the Essay

- Introduction
  - Grabs audience's attention
  - Contains the thesis
- Thesis
  - States essay's topic, purpose, point of view
    - Specific, powerful words ~> not general or vague
  - May change during revision process
    - Probable that it will



# Drafting: Writing the Essay (cont.)

- Body paragraphs
  - Claim/argument
  - Counterclaim/counterargument
- Conclusion
  - Ties essay together
    - May restate thesis (not verbatim)
    - May restate main points of essay (not verbatim)
  - Gives a satisfying ending
  - Furthers introduction



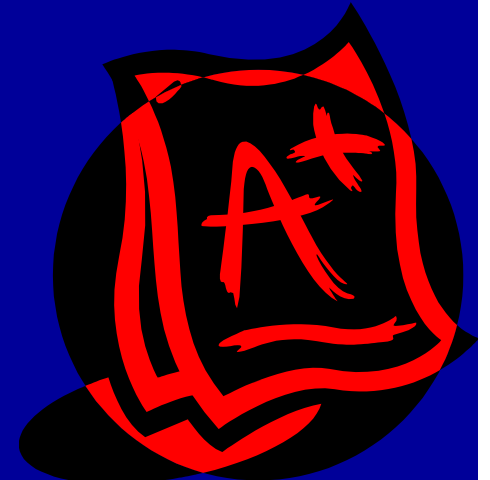
# Revising: Reviewing the Draft

- Catchy introduction?
- Clear and specific thesis?
- Transitions
  - Transitions for each paragraph?
  - Smooth and free flowing?
  - Tie contiguous paragraphs together?



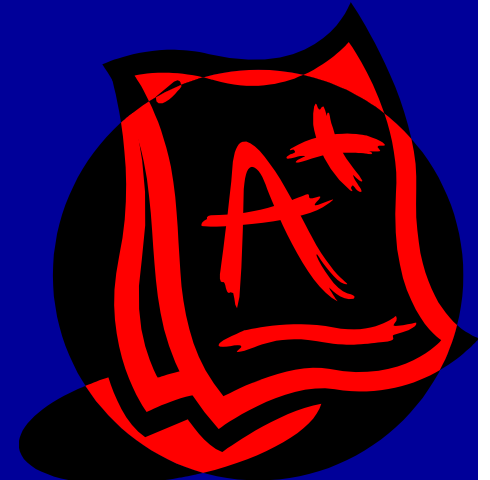
# Revising: Reviewing the Draft (cont.)

- Topic sentences
  - Make sense when read together?
  - Support thesis?
  - Logical order?
- Supporting sentences
  - Support topic sentence?
  - Logical order?



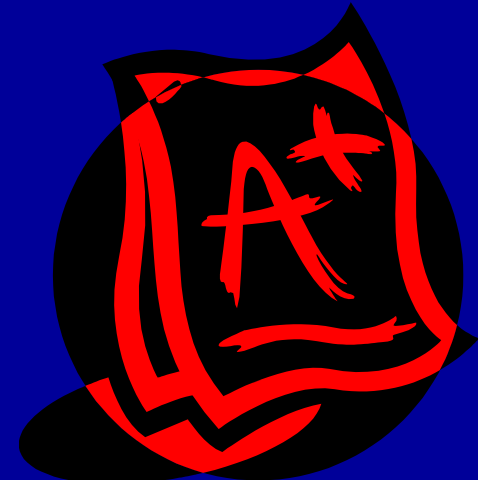
# Revising: Reviewing the Draft (cont.)

- Conclusion
  - Complements introduction when read together?
  - Furthers ideas in essay?
  - Ties essay together?
  - Provides a satisfying ending?



# Revising: Reviewing the Draft (cont.)

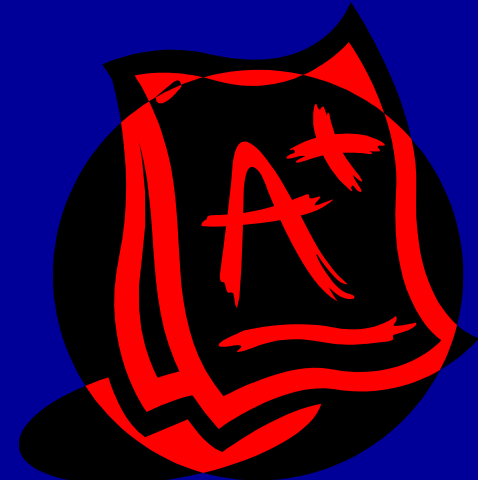
- General tips
  - REVISION TAKES TIME!
  - Plan to write *at least* three drafts
    - 1<sup>st</sup> draft... **Focus on the BIG stuff**
      - Overall organization of essay
      - May revisit this step several times
    - 2<sup>nd</sup> draft... **Concentrate your efforts**
      - Edit
    - 3<sup>rd</sup> draft... **Get nitpicky**
      - Proofread



# Editing:

Punctuation, Grammar, Spelling, Mechanics

- Check:
  - Spelling
  - Grammar
  - Subject/verb agreement
- Search for PERFECT word
  - Dictionary
  - Thesaurus
- Search for strong verbs
- Cut extraneous material



# Proofreading: Final Check

- Take a break before proofing.
- Do not rush it.
- Read your essay aloud.
- Read your essay slowly.
- Have an unbiased pair of eyes look your essay over. (The CTL!)



# Some General Tips

- Always take time between revision sessions to distance yourself from your work.
- Ask instructors/unbiased readers (CTL) what mistakes YOU commonly make and then LOOK FOR THOSE when revising.
- Use hard copies to revise.

