



Overview of the Writing Process

THE WRITING PROCESS

There will be intense demands upon your time, energy and mental capacity during the semester. It is not uncommon to have two or three assignments due at the same time. As well as this, of course, there will be many other demands competing for your attention: daily lectures and tutorials, other course work to complete (e.g., seminar presentation), preparation for exams, and all the necessities of day to day living (e.g, shopping, laundry, social activities, etc.).

Therefore, it is absolutely vital that you have a **well planned writing schedule**.

Your writing schedule should be planned and organised according to the length of the assignment. An average assignment (2000 words) will take at least two to three weeks to complete properly. Your schedule may look something like this :

WEEK ONE	WEEK TWO	WEEK THREE
Analyse question Library search Read & take notes Begin to plan	Read & plan Write first draft Revise Reflect, read & plan	Write second draft Revise Write final draft Edit & submit

STEPS IN THE WRITING PROCESS

Most types of academic writing follow the same basic process:

1
TOPIC ANALYSIS

3
DRAFTING & FORMATING

2
RESEARCH & PLANNING

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