



University Writing Center

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Writing is a Recursive Process and a Product

1

Read: Read writing prompts, assignments, and rubrics for comprehension and annotate them.

2

Prewrite: Complete a prewriting strategy such as mind mapping, outlining, listing, freewriting, or asking the six journalists' questions. Prewriting is often messy and unorganized. Compose a thesis, a hypothesis, a research question, or an announcement, so you will have a roadmap to guide your draft.

3

Draft: Use the content of your prewriting strategy to produce a first draft. First drafts are usually messy and intended for your eyes only. To ensure that you are on track, reread your assignment and your thesis, hypothesis, or research question before you revise your draft.

4

Revise: Revising encompasses editing and proofreading. Revising is a two-stage rigorous process that organizes, develops, and improves the quality of your entire product.

First, **edit** for higher order concerns (HOCs) such as thesis, organization, development, and audience awareness. These concerns affect how a reader **understands** the entire product. Editing involves composing multiple drafts with each one improving HOCs. The editing stage answers: **“What is being said?” “Why is it being said?” “Where is it being said?”**

Second, **proofread** for lower order concerns (LOCs) such as sentence structure, word choice, grammar, punctuation, spelling, and citations. These concerns affect how a reader **understands** how all words, punctuation, and sentences fit together. Proofreading involves composing multiple drafts with each one improving LOCs. The proofreading stage answers: **“How is it being said?” “Where is it being said?”**