

Writing Process Checklist

Think of this checklist as a helpful guide to break down your writing tasks into smaller, manageable steps. It's like a roadmap to meet your deadlines and enhance your writing! Visit www.utrgv.edu/writingcenter for additional resources or to request feedback from a peer tutor.

Writing Stage	Deadline(s)
<p>Pre-Writing</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have read the assignment prompt and understand the requirements of the assignment. <input type="checkbox"/> I have researched the topic enough to begin writing. <input type="checkbox"/> I have spent enough time coming up with ideas and topics for my writing. <input type="checkbox"/> I have used a graphic organizer to help me outline my ideas (Useful Graphic Organizers). <input type="checkbox"/> I have written out my ideas enough that I feel comfortable moving onto the drafting process. 	
<p>Drafting</p> <ul style="list-style-type: none"> <input type="checkbox"/> I have written down all the ideas I plan on including. <input type="checkbox"/> I have enough supporting details for each paragraph topic. <input type="checkbox"/> I have received feedback and created a revision plan based on that feedback. 	
<p>Revising</p> <ul style="list-style-type: none"> <input type="checkbox"/> The organization of my paragraph topics makes sense. <input type="checkbox"/> The structure of my writing does not need to be changed. <input type="checkbox"/> Every paragraph flows well and covers one topic each. <input type="checkbox"/> If applicable, I have reviewed all in-text citations and references to ensure they follow citation guidelines (Citation Guides). <input type="checkbox"/> I have created a Reverse Outline that makes sense (Reverse Outlining Guide). 	
<p>Editing</p> <ul style="list-style-type: none"> <input type="checkbox"/> My paper is free of any distracting grammatical errors (Most Common Sentence-Level Errors). <input type="checkbox"/> My sentences are as clear, concise, and accurate as possible. <input type="checkbox"/> The connection between all topics is explicit and clear. <input type="checkbox"/> I have reviewed the assignment prompt to ensure I met all listed requirements. 	