

Writing Process Worksheet

Topic: _____

Appointment(s): Writing Center _____ Professor: _____

Title: _____

Thesis: _____

Special Requirements: _____

Due dates:

Rough Draft _____ Final Draft _____

Keeping Track of Writing Process:

| To Do | Date(s) |
|---|---------|
| Further Research and/or Critical Reading | |
| Brainstorm: Outline/Webbing | |
| 1 st Personal Draft | |
| Proofread/Self Edit & Revising | |
| 2 nd Personal Draft | |
| Rough Draft for Workshop | |
| Work with Peer, Instructor/Writing Center Revisions and Edits | |
| Polish Final Draft | |

Grammar Checklist: (Use for Self Edits and Peer Edits)

| Self Edit | Peer Edit | Grammar Elements | Comments |
|-----------|-----------|--------------------------|----------|
| | | Comma Usage | |
| | | Sentence Structure | |
| | | Clear Organization | |
| | | Clear and Correct Thesis | |
| | | Verb Agreement | |
| | | Contractions | |
| | | Logical Flow | |