

Composing Tasks

Identify Assignment Requirements

Re-write instructions in a way that makes sense to you

Ask questions if you do not understand completely

Is it compare/contrast; analysis; type of research; how many sources?

Format: citation style (MLA or ASA) length, due date, submission, etc.

Identify a Topic

Define area of knowledge considered

Tailor scope of the topic to size of assignment

Make a topic statement:

I am working on the topic of _____.

Begin Research

Develop questions from the topic statement:

I want to find out how/why _____.

Match key words for searches to the topic and these questions

Record sources in the required style (APA, Chicago, or MLA for example)

Use Working Questions

Pose interesting questions that begin with how or why

Tailor questions to the length of the assignment

Design questions so answers are grounded in evidence

Draft your Argumentation & Define the Audience

Answers to research questions, solutions to problems, reasoned positions on debatable claims:

Because I want others to understand _____.

I will need to explain _____.

These others are _____.

They may use my work to do _____.

Create a Working Outline

Use requirements in the instructions to organize logical sections

Link your research to these specific sections

Drafting

Pause to get distance - at least 5 minutes to a few days between stages

Share at each stage of revision to get another viewpoint from someone with a fresh and/or expert perspective

First Draft

Focus on ideas and opinions not mechanics

Get thoughts down in roughly the format required

Middle Drafts

Organize material fully into the required format

Apply research to the argument

Revise where you find errors or learn new things

Final Draft

Check against original assignment instructions

Proofread for logic and clarity

Proofread for mechanical and format errors

READ SLOWLY, SENTENCE BY SENTENCE

Final Copy Proofread

Read through at your usual pace as if you are a new reader

Correct any errors

Submit exactly as required

Polishing a Final Draft into a Final Copy Strategy

- Go back to the instructions and/or the rubric, then re-write them as a list of tasks: If you made a task list at the pre-writing stage, re-do it
- Check the final draft against this list
- Then, do two things
 1. Fill in any gaps and take out any filler: Make sure arguments, evidence and data are relevant to the project
 2. Expand more if needed. Write one more sentence for each point: Add detail, clarification, or explain connections

- Handout based in Diana Hacker's *A Writer's Reference* 7th edition; Rottenberg & Winchell, *Elements of Argument*; Kate Turabian's *A Manual for Writers* 8th edition