# THE WRITING PROCESS

When you have to complete a written assessment such as an essay, report or literature review follow the steps below:

| Work out what you’re writing and why | • What are you writing?  
• What is the topic/question?  
• Who are you writing for? |
|---------------------------------------|--------------------------------------------------|
| Get information                       | • [Research](#) your topic.  
• Look up information.  
• Talk to people. |
| Plan your writing                     | • Think about the information you’ve collected.  
• Draw a [mind map](#) to show your main and supporting ideas and how they fit together.  
• Decide what to include and what to leave out.  
• Decide on a structure for your writing.  
• Decide how you will sequence the information. |
| Write                                 | • Follow your plan (or mind map) to write your first draft.  
• Join ideas from your plan into sentences and paragraphs. |
| Check your writing                    | • Read your first draft to check for mistakes.  
• Check things like your spelling, grammar, punctuation and paragraphing.  
• If possible, ask someone else to check it for you too. |
| Make changes                          | • Rewrite your first draft, fixing all the mistakes you’ve found.  
• Read through the final copy before submitting. |

Adapted from [Write essay or report, 0067d: 2 Writing in study contexts](#), 251 © CLI DET NSW 2006.