PHASES OF ACADEMIC WRITING PROJECTS

Focus & planning
Organize writing task/setting, develop ideas, start reading (research), find your topic, narrow down your topic, find your question/target position, determine methods

Collecting & editing material
Research literature, collect data, read and remember/evaluate/excerpt what was read

Structuring
Organize and structure data, work out the structure of your text

Writing of draft version
Work on your knowledge and structure it, use writing as one way of thinking (writer oriented)
Write down first text version on the basis of your level of knowledge, mark discrepancies/additional material (e.g., literature) for revision

Revision & asking for feedback
Present your knowledge transparently to others (reader oriented)
Revise draft version step by step: content/structure → academical standards/links → ask for feedback → style/language → ask for feedback

Correcting/finalizing
Spelling, grammar, punctuation, layout, directories, etc.
Proofreading (by somebody else)

The structure is a work tool for the entire writing process. To develop it at an early state and adapt it continually helps a lot.

Always keep your question in mind!

For draft versions write the text the way it flies; in your words, following the thread of argumentation and keeping up your motivation. Draft versions are there to be worked on and grow.

Include enough time for revision and correction! (ca. 50%)
To plan and keep track of your writing project it helps to break down your text in manageable steps. The following writing phase model can give an orientation. It breaks down the writing process in six big phases which can be the basis of your individual work and time planning.

These six phases run partly at the same time or repeat themselves. Moreover, the phases interact with each other and as the arrows show you can always come back to one phase.

Sources:

Further information on our support services, writing advice, workshops, writing marathon, etc. on our website: www.tu-dresden.de/deinstitutorfolg/szd