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 orientated)
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 orientated)
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!

Include enough time for revision and correction!

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.

Talking about the Writing Project

Self-monitoring writing process/ planning time, reflecting and planning the working process
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.

In dependence on:

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