Chapter 03 — Planning and Drafting your Paper

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3.1 The Writing Process

The writing process consists of the following stages

- Understanding the assignment
- Zeroing on a topic
- Gathering information
- Organizing the information
- Developing a thesis statement
- Writing the first draft

3.2 Understanding the assignment

Following directions is crucial. Ask yourself what the assignment allows you to accomplish. By doing so, you can find your purpose.

3.3 Zeroing on a topic

A subject is a broad discussion area; a topic is one small segment of a subject. If you choose your own topic, pick one narrow enough so that you can develop it properly within any length limitation. Avoid sprawling, slippery issues that lead to a string of trite generalities.

Choose familiar topics or one you can learn enough in the time available. Avoid overworked topics, which generally repeat the same old points. Instead, select a topic that lets you draw your unique experiences and insights and offer a fresh perspective to your reader.

3.4 Strategies for finding a topic

3.4.1 Tapping your personal resources

Personal experience furnishes a rich storehouse of writing material. All these experiences can provide suitable topics. Anything you've read, seen, or heard can trigger a topic.

3.4.2 Sorting out a subject

First, we break our broad subject into categories and subcategories, and then allow our minds to roam over the different items and see what topics we can turn up. As you'll discover for yourself, some subjects yield more topics than others: some, no topics at all. Therefore, one must choose carefully before choosing what subject to write about.

3.4.3 Asking questions

Often, working your way through these basic questions will lead you to a manageable topic:

- Can I define my subject?
- Does it break into categories?
- If so, what comparison can I make among these categories?
- If my subject is divided into parts, how do they work together?
- Does my subject have uses? What are they?
- What are some examples of my subject?
- What are the causes or origins of my subject?
- What impact has my subject had?

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DJ Losen

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