The Power Writing Process

THE SUMMARY

I. Prepare
   A. Complete the Author’s Framework Form.
   B. Read the text quickly, looking for major points.
   C. Reread the text carefully. Underline or highlight the author’s main idea, major points, and key supporting data.
   D. Reread the underlined or highlighted statements.

II. Outline
   A. Write one sentence expressing the main idea of the text you read.
   B. Add three or four major points and supporting data.
   C. Arrange the major points in logical order.
   D. Write a topic sentence for each major point.

III. Write
   A. Using your outline, write a rough draft.
   B. In the first paragraph, give the author, title, source, date, and the main idea of the text.
   C. Paraphrase the author’s words; do not copy directly from the text. However, you may include a few short quotations.
   D. Write in a clear, concise, and objective style.
   E. Do not add any extraneous information or give your opinion.

IV. Edit
   A. Be certain that the content of the summary is accurate and coherent.
   B. Delete any unnecessary information from the summary.
   C. Add information if the meaning is not clear and complete.
   D. Rearrange the information if the organization is not logical.
   E. Follow quotations with in-text citation of the author’s last name and the page number (Johnson 125).

V. Rewrite
   A. Write the summary again, making the editorial changes.
   B. Proofread the summary for errors in grammar, punctuation, or spelling.
   C. Check the format for correct title, headings, spacing, and margins.
   D. Make all necessary corrections for the final copy of the summary.
   E. List your source as Works Cited at the end of the summary.
THE ESSAY

I. Prepare
   A. Complete the Author’s Framework Form.
   B. Collect and evaluate the information needed for the essay.
   C. Develop a tentative thesis (main idea) for the essay.

II. Outline
   A. Write a one-sentence thesis or main idea for the essay.
   B. Add three or four major points and supporting data.
   C. Arrange the major points in logical order.
   D. Write a topic sentence for each major point.

III. Write
   A. Write the introduction to the essay, including the thesis (main idea).
   B. Write the body of the essay, following the outline and discussing each
      major point in a separate paragraph.
   C. Add supporting data (facts, examples, statistics, quotations) to the essay to
      support the major points.
   D. Cite your sources using in-text citation of the author’s last name and the
      page number (Johnson 125).
   E. Write the conclusion to the essay by restating or paraphrasing your thesis
      and adding concluding data (summary, prediction, solution or quotation).

IV. Edit
   A. Check for accurate and coherent content in the essay.
   B. Check for logical and clear organization in the essay.
   C. Be certain that the essay is written in an academic style.
   D. Delete any unnecessary information from and add missing information to
      the essay.

V. Rewrite
   A. Write the essay again, making editorial changes.
   B. Proofread the essay for errors in grammar, punctuation, or spelling.
   C. Check the format for correct title, headings, spacing, and margins.
   D. Make all necessary corrections for the final copy of the essay.
   E. List your sources as Works Cited at the end of the essay. Alphabetize them
      by the authors’ last names.
THE CRITICAL REVIEW

I. Prepare
   A. Complete the Author’s Framework Form.
   B. Read the text quickly, looking for the main argument and the major points.
   C. Reread the text carefully. Underline or highlight the author’s argument, major points, and key supporting data.
   D. Decide on the criteria by which you will evaluate the author’s ideas.

II. Outline
   A. Write a one-sentence thesis that is the foundation for the critical review.
   B. Write an outline of four sections, with major points and supporting data.
   C. Arrange the major points in logical order, beginning with the summary.
   D. Write a topic sentence for each major point.

III. Write
   A. Write an introduction, including the title and author of the book or article and the thesis.
   B. Write the body of the critical review, following the outline and discussing each major point in a separate paragraph.
   C. Use brief quotations or paraphrased passages from the book or article to support the thesis, and cite your sources using in-text citation of the author’s last name and the page number (Johnson 125).
   D. Write the conclusion to the critical review by restating or paraphrasing your thesis and adding concluding data (summary, prediction, solution, or quotation).

IV. Edit
   A. Check for accurate and coherent content in the critical review.
   B. Check for logical and clear organization in the critical review.
   C. Be certain that the critical review is written in a formal academic style.
   D. Be certain that the body paragraphs of the critical review support your thesis (your evaluation of the author’s argument).

V. Rewrite
   A. Write the critical review again, making the editorial changes.
   B. Proofread the critical review for errors in grammar, punctuation, or spelling.
   C. Check the format for correct title, headings, spacing, and margins.
   D. Make all necessary corrections for the final copy of the critical review.
   E. List your sources as Works Cited at the end of the critical review. Alphabetize them by the authors’ last names.
THE SYNTHESIS

I. Prepare
   A. Complete the Author’s Framework Form.
   B. Read the selections carefully, thinking about the authors’ themes and main ideas.
   C. Develop a tentative thesis (main idea) that can be supported by all the readings. The thesis can be an argument or an analytical statement.
   D. Read the selections again, underlining the sentences that relate to your thesis.

II. Outline
   A. Write a one-sentence thesis that is the foundation for the synthesis.
   B. Add three or four major points and supporting data.
   C. Arrange the major points in logical order.
   D. Write a topic sentence for each major point.

III. Write
   A. Write an introduction for the synthesis, including your sources (authors, titles, sources, dates), a brief summary of the sources, and thesis.
   B. Write the body of the synthesis, following the outline and discussing each major point in a separate paragraph.
   C. Use brief quotations or paraphrased passages from the readings to support the thesis, and cite your sources using in-text citation of the author’s last name and the page number (Johnson 125).
   D. Write the conclusion to the synthesis by restating or paraphrasing your thesis and adding concluding data (summary, prediction, solution, or quotation).

IV. Edit
   A. Check for accurate and coherent content in the synthesis.
   B. Check for logical and clear organization in the synthesis.
   C. Be certain that the synthesis is written in a formal academic style.
   D. Be certain that the body paragraphs support your thesis.

V. Rewrite
   A. Write the synthesis again, making the editorial changes.
   B. Proofread the synthesis for errors in grammar, punctuation, or spelling.
   C. Check the format for correct title, headings, spacing, and margins.
   D. Make all necessary corrections for the final copy of the synthesis.
   E. List your sources as Works Cited at the end of the synthesis. Alphabetize them by the authors’ last names.
I. Prepare
   A. Complete the Author’s Framework Form.
   B. Read books or articles about your topic.
   C. Think about the various issues involved in the topic.

II. Outline
   A. Write a one-sentence thesis that is the foundation for the argument.
   B. Add two major points supporting your thesis, one major point containing a refutation of the counter-argument and a conclusion.
   C. Arrange the major points in logical order.
   D. Write a topic sentence for each major point.

III. Write
   A. Write an introduction, including background information and the thesis.
   B. Write the body of the argument, following the outline and discussing each major point in a separate paragraph.
   C. Use brief quotations or paraphrased passages from books or articles to support the thesis, and cite your sources using in-text citation of the author’s last name and the page number (Johnson 125).
   D. Write the conclusion to the argument by restating or paraphrasing your thesis and adding concluding data (summary, prediction, solution, or quotation).

IV. Edit
   A. Check for accurate and coherent content in the argument.
   B. Check for logical and clear organization in the argument.
   C. Be certain that the argument is written in a formal academic style.
   D. Be certain that the body paragraphs of the argument support your thesis (your evaluation of the author’s ideas).

V. Rewrite
   A. Write the argument again, making the editorial changes.
   B. Proofread the argument for errors in grammar, punctuation, or spelling.
   C. Check the format for correct title, headings, spacing, and margins.
   D. Make all necessary corrections for the final copy of the argument.
   E. List your sources as Works Cited at the end of the argument. Alphabetize them by the authors’ last names.