The Writing Process

Planning

Here, you'll brainstorm your topic, create your thesis and start outlining your work.

1

2

Drafting

Here, you'll organize ideas and write your first draft. You'll address the F and A of the FAST framework, by choosing the right format for your purpose, and focusing on your audience.

3

Revision

A Structural Edit

Here, you'll work on the order of your ideas, moving sections and paragraphs to where they fit best.

B Copy Edit

Here, you'll work at the sentence level to fix any errors in grammar and punctuation, and you'll complete the S and T of the FAST framework, developing style and tone.

C Proofread

Here, you do the final polish of your work, correcting typos and formatting, and adding any missing elements.

4

Publishing

This is where you can finally push print or send to share the document with your audience in its final form.