



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.

THE ARGUMENT

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.