Writing Process Inventory

A. BEFORE BEGINNING A WRITING ASSIGNMENT:

1. Are you sure you have understood the instructor's purpose in making this writing assignment?

   Usually _____ Sometimes _____ Never _____

2. Do you know what your purpose in writing this paper is? (Note to tutor: Writer's purpose = instructor's purpose + student writer's intention)

   Usually _____ Sometimes _____ Never _____

3. Do you consider the techniques you've learned about writing from your current instructor and previous ones before beginning a writing assignment?

   Usually _____ Sometimes _____ Never _____

4. Do you have a sense of how difficult the assignment will be and approximately how long it will take you to write the paper?

   Usually _____ Sometimes _____ Never _____
B. WHILE WRITING:

1. Do you make a written list of things you want to include in your paper?
   Usually _____ Sometimes _____ Never _____

2. Can you distinguish between main ideas and supplementary details in your written list?
   Usually _____ Sometimes _____ Never _____

3. Are you able to place your ideas in some kind of order, one idea leading to the next?
   Usually _____ Sometimes _____ Never _____

4. Do you make use of an outlining technique?
   Usually _____ Sometimes _____ Never _____

5. Do you write a separate introductory paragraph which mentions each major idea that you develop in successive paragraphs?
   Usually _____ Sometimes _____ Never _____

6. Can you distinguish between sentence fragments and complete sentences?
   Usually _____ Sometimes _____ Never _____
7. Can you tell when to begin a new paragraph?

   Usually _____ Sometimes _____ Never _____

8. Check the part(s) of a paper you have trouble writing?

   Usually _____ Sometimes _____ Never _____

9. Do you use the vocabulary you possess to its fullest extent?

   Usually _____ Sometimes _____ Never _____

C. AFTER WRITING:

1. Do you re-read your paper looking for errors in grammar, spelling and punctuation?

   Usually _____ Sometimes _____ Never _____

2. Do you rewrite sentences or paragraphs that may not be clear to your reader?

   Usually _____ Sometimes _____ Never _____
3. Can you tell when your statements need the support of a really good quote or example?

   Usually _____ Sometimes _____ Never _____

4. Can you tell if you've accomplished both your goal and the instructor's for the assignment?

   Usually _____ Sometimes _____ Never _____

All of the items above are important steps in an efficient writing process. If you "Usually" do each of these things, you should be writing well (if not, let's find out why). If you only "Sometimes" or "Never" do a large percentage of these things, you should now have a guide to what areas you can improve on.