

Drafting

Once you have completed your outline and any desired graphic organizers, you will work on the early drafts of your paper. You have already gathered the majority of your research and planned out the order of ideas in your outline. Now you need to synthesize your information into a paper. You will probably complete multiple drafts as you work on your paper. When you hand in your draft to your teacher to be graded, you want to hand in a polished draft on which your instructor can provide helpful feedback. You do not want to hand in your first rough copy. Your Polished Rough Draft should meet all requirements of the final paper and should include a new copy of your Works Cited.

The Lakewood Public Library in Ohio lists on its website some great tips for writers when drafting. These steps have been adapted below:

- Review your note cards and your outline before beginning to write your first draft.
- Write a first draft for yourself. It doesn't matter if you type this draft as long as you get your ideas down.
- Some like to edit as they write, others prefer to make corrections after the first draft is completed.
- You are preparing a FIRST draft. Concentrate on getting your ideas down in order. You will have the opportunity to improve and alter it as you revise.
- After the first draft, you will revise and edit as you prepare your Polished Rough Draft for your teacher. This draft will be typed and follow all packet instructions.
- Pay attention to the content of the paper. Is the paper saying what you want it to? Editing will refine the first draft into the Polished Rough Draft.
- Look at your drafts and note how effectively you are using the 6 traits of writing.
- Have someone else read your paper. Another pair of eyes may catch mistakes you may have missed.
- Hand in your Polished Rough Draft with a new copy of your Works Cited.
- Save frequently and back up your work in multiple locations.