

Chart 8: Essay Writing Time Management 2

In Chapter 3, you may have filled out an essay-writing time-management chart to give yourself an idea of how long each step in the drafting process takes. (If you skipped this activity, take a moment to fill in the top part of the following chart now.) The bottom half of the following chart includes the steps in the revising process. Estimate how long the revising, editing, and proofreading steps will take you. By the time you complete this chapter, you will have an accurate idea of how long it takes you to write a complete essay, from reading and brainstorming to editing and proofreading. For more guidance on filling out this chart, see page 000 of your print book.

TASK	Planned Day to Complete	Estimated Time to Complete	Actual Time to Complete
Reading and annotating the articles in Chapter 2			
Organizing thoughts about the articles in Chapter 2			
Reading and understanding the essay assignment			
Pre-writing			
Thesis development			
Outlining			
Generating support and evidence			
Writing topic sentences			
Writing rough, rough draft			
Adding an introduction and conclusion			
Peer review			
Making a plan of action for big-picture and sentence-level concerns			
Revising thesis			
Organizing from one paragraph to the next			

Organizing inside paragraphs			
Revising for clear transitions			
Developing paragraphs			
Integrating quotations and paraphrases			
Editing for sentence errors			
Proofreading for minor errors and format			

Download this handout.