

Tab 1

## Planning

### Analyze the rhetorical situation

Audience, Purpose, Setting/Context, Delivery decisions and reader expectations,

### Analyze aspects of the workflow

existing processes, time, budget, tools, collaboration, testing, maintaining the document and keeping up to date)

### Invention / Generating ideas

(6 questions who what when where why how; brainstorming, freewriting, talking with others, clustering and branching)

## Research

### Schedule and Budget

Consider timeline and resources

## Drafting

### Organizing and outlining

(consider existing patterns, e.g., compare and contrast, cause & effect)

### Consider using and adapting templates

(they recommend caution, particularly re: design principles, engagement, and lack of content; often need to be adapted to different situations; rhetorical genre theory is pertinent here)

### Applying headings and styles

(permits batch changes; benefits accessibility; helps navigation;

## Revising

High level substantive changes

Especially re: audience, purpose, subject; avoid changes at the level of grammar, punctuation, spelling, formatting

Study writing by yourself

Seeking help from others

(e.g., SMEs, users, stakeholders)

## Editing

Mezzo- and lower-level items

Still: start big and work your way down

Paragraph development, sentence accuracy and clarity, style guidelines, grammar, word choices

## Proofreading

Smaller-level items and changes

Consistency, spelling

# Reading list

# Reading list



## Introduction

Briefly introduce the reading list. You can explain how books or articles were selected or how the readings relate to the selected topic.

## Books

**Title**  
**Author**

Short description of the  
reading material

 **File** or [Link](#)

**Title**  
**Author**

Short description of the  
reading material

 **File** or [Link](#)

**Title**  
**Author**

Short description of the  
reading material

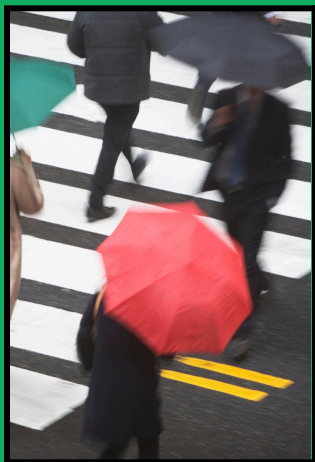
 **File** or [Link](#)



**Title**  
**Author**

Short description of the  
reading material

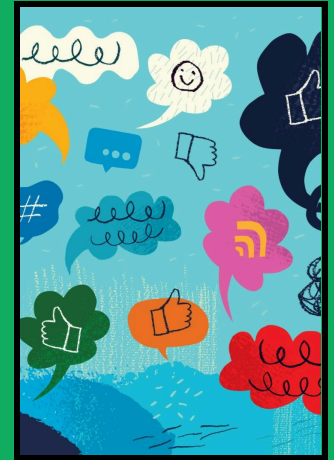
 **File** or [Link](#)



**Title**  
**Author**

Short description of the  
reading material

 **File** or [Link](#)



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**Author**

Short description of the  
reading material

 **File** or [Link](#)



# Articles

| Title:  | Author: | Description:  | Access:                                   | Rating:   |
|---|---------|---|---|---|
| Title   | Author  | Short description of the article  | <div>📄 File</div> or <a href="#">Link</a> | Not worth it ▾  |
| Title   | Author  | Short description of the article  | <div>📄 File</div> or <a href="#">Link</a> | Great read ▾  |
| Title   | Author  | Short description of the article  | <div>📄 File</div> or <a href="#">Link</a> | Great read ▾  |
| Title   | Author  | Short description of the article  | <div>📄 File</div> or <a href="#">Link</a> | Average ▾   |
| Journals  |         |   |   |   |
| Title<br>Author   |         | Title<br>Author   |   | Title<br>Author   |
| Short description of the journal<br><div>📄 File</div> or <a href="#">Link</a> |         | Short description of the journal<br><div>📄 File</div> or <a href="#">Link</a> |   | Short description of the journal<br><div>📄 File</div> or <a href="#">Link</a> |

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| <div>Title</div> <div>Author</div> <div>Short description of the journal</div> <div>📄 File or <a href="#">Link</a></div> | <div>Title</div> <div>Author</div> <div>Short description of the journal</div> <div>📄 File or <a href="#">Link</a></div> | <div>Title</div> <div>Author</div> <div>Short description of the journal</div> <div>📄 File or <a href="#">Link</a></div> |
|--|--|--|

Websites

| Title: | Author: | Description:                     | Access:                        | Rating:        |
|--------|---------|----------------------------------|--------------------------------|----------------|
| Title  | Author  | Short description of the website | 📄 File or <a href="#">Link</a> | Great read ▾   |
| Title  | Author  | Short description of the website | 📄 File or <a href="#">Link</a> | Average ▾      |
| Title  | Author  | Short description of the website | 📄 File or <a href="#">Link</a> | Great read ▾   |
| Title  | Author  | Short description of the website | 📄 File or <a href="#">Link</a> | Not worth it ▾ |

# More resources

Title

Podcast ▾

Short description of  
the pod

📁 File or [Link](#)

Title

Online course ▾

Short description of  
the course

📁 File or [Link](#)

Title

Documentary ▾

Short description of  
the doc

📁 File or [Link](#)

Title

Documentary ▾

Short description of  
the doc

📁 File or [Link](#)

Title

YouTube video ▾

Short description of  
the video

📁 File or [Link](#)

Title

Online course ▾

Short description of  
the course

📁 File or [Link](#)