

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](#)



Title
Author

Short description of the reading material

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



Articles

Title:	Author:	Description:	Access:	Rating:
Title	Author	Short description of the article	<input type="checkbox"/> File or <u>Link</u>	Not worth it ▾
Title	Author	Short description of the article	<input type="checkbox"/> File or <u>Link</u>	Great read ▾
Title	Author	Short description of the article	<input type="checkbox"/> File or <u>Link</u>	Great read ▾
Title	Author	Short description of the article	<input type="checkbox"/> File or <u>Link</u>	Average ▾

Journals

<p>Title Author</p> <p>Short description of the journal</p> <p><input type="checkbox"/> File or <u>Link</u></p>	<p>Title Author</p> <p>Short description of the journal</p> <p><input type="checkbox"/> File or <u>Link</u></p>	<p>Title Author</p> <p>Short description of the journal</p> <p><input type="checkbox"/> File or <u>Link</u></p>
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Short description
of the journal
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 File or [Link](#)

Websites

Title:

Author:

Description:

Access:

Rating:

Title

Author

Short description of
the website

File or [Link](#)

Great read ▾

Title

Author

Short description of
the website

File or [Link](#)

Average ▾

Title

Author

Short description of
the website

File or [Link](#)

Great read ▾

Title

Author

Short description of
the website

File or [Link](#)

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
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Documentary ▾

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YouTube video ▾

Short description of
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📁 File or [Link](#)

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Online course ▾

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