

# WRITING CENTER

## planning & revising chart

### **audience**

what's the purpose? who is your audience?  
this dictates everything

### **thesis**

what are you trying to say?

### **organization**

main ideas must flow logically

### **development**

paragraphs support the thesis  
and have topic sentences

### **sentence structure**

least important first,  
most important last

### **word choice**

jargon vs colloquial

### **spelling & grammar**