The Writing Center

Choices	Thematic Focus and Ideas	Choose subject, modes of discourse, and thematic design for generting and organizing ideas; integrate details or examples from observation, reading, or other sources of knowledge.
	Rhetorical Aims and Attitudes	Have specific readers or audience in mind and their expectations regarding the subject and writer; main- tain a consistent point of view, tone, and style.
\uparrow	Genre or Type of Writing Project	Determine the kind of writing required for the sub- ject, circumstances, and audience; complexities may range from a simple personal note to intricacies of artistic form such as short story or sonnet.
	Structural Format and Coherence	Use transitional devices, paragraphing, subsections, subheads, typeface, or other reader-bsed structural devices, composition components, and manuscript conventions.
	Syntax	Maintain logical word order, grammatical structure, coordination, subordination, and effective closure of independent or sentence units.
	Diction	Choose words that convey meaning and style accurately and effectively; keep a standard college dictionary handy.
	Standard Written English	Use the dialect and conventions of standard written discourse as distinguished from idiom or irregular patterns of speech.
	Spelling and Punctua- tion	Use standard orthography and conventional graphic devices of mechanics and punctuation; do not neglect final editing.
		Use legible handwriting or accurate typing, the motor skills of written composition, and proofreading the
Conventions		

Conventions

This list was adapted from the work of Professor Ellen Nold of Stanford University by Professor William Bracy, Chairperson of the Beaver College English Department.