

1. Work with the ideas and information:

- Have I defined the problem accurately?
- Is the information complete, accurate, reliable, and unbiased?
- Can it be verified?
- How much of it is useful?
- Do I need more information?
- What do these facts mean?
- What connections seem to emerge?
- Do the facts conflict?
- Are other interpretations or conclusions possible?
- Is a balance of viewpoints represented?
- What, if anything, should be done?
- Is the information honest and fair?
- Is there a better way?
- What are the risks and benefits?
- What other consequences might this have?
- Should I reconsider?

2. Plan the document:

- When is it due?
- What do I want it to do?
- Who is my audience, and why will they use it?
- What do they need to know?
- What are the "political realities" (feelings, egos, cultural differences, and so on)?
- How will I organize?
- What format and visuals should I use?
- Whose help will I need?

3. Draft the document:

- How do I begin, and what comes next?
- How much is enough?
- What can I leave out?
- Am I forgetting anything?
- How will I end?
- Who needs to review my drafts?

4. Evaluate and revise the document:

- Is the draft usable?
- Does it do what I want it to do?
- Is the content worthwhile?
- Is the organization sensible?
- Is the style readable?
- Is everything easy to find?
- Is the format appealing?
- Is everything accurate, complete, appropriate, and correct?
- Who needs to review and approve the final version?
- Does it advance my organization's goals?
- Does it advance my audience's goals?

FIGURE 2.3 Creative and Critical Thinking in the Writing Process