

	Orientation & Planning	Collecting & Structuring Material	Writing a draft version	Revision	Correcting & Finishing
Details per step	Coordinate writing assignment & framework, develop ideas, define and delimit the topic, define research question & aim of the study, define methodology ...	Collect and evaluate data, structure research, develop outline ...	Write first complete text version quickly and without any need for linguistic and stylistic perfection, writer-oriented ...	Gather feedback, review at different levels of the text: Rough and detailed structure, style/ technical terminology, rephrase to bring reader-orientation into the text ...	Spelling and grammar, layout, lists, directories, indices. Finish & let go, publish ...
Reading	Fast reading, providing yourself with an overview	Focused, critical reading	Read your own auxiliary texts (excerpts, mind maps); selectively return to sources	Re-reading draft version from different aspects	proof reading
Writing	Personal notes (writing diary), associative writing techniques for brainstorming (freewriting, clustering), research plan	Research plan, outline, excerpts, mind maps, freewriting, "zero drafts", keeping a writing diary	Write complete draft version quickly, keeping a writing diary	Write missing text parts, rewrite and rephrase parts, keeping a writing diary	Correcting, formatting, editing
Speaking	Discussions with the supervisor to agree on the topic / research question	Conversations with supervisor to coordinate the structure; conversations with peers about first texts	Conversations about the writing process	Obtain feedback on different text levels (content, consistency, language) and from different people (supervisors, peers)	Obtain feedback from corrector, wait for feedback after submission
Time	approx. 10 percent	approx. 40 percent	approx. 10 percent	approx. 30 percent	approx. 10 percent