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### Lesson 3.6

#### The Final Draft

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When you begin a writing project, do you want the first draft to be your **final draft**, the draft that is submitted? This is something common to all writers. For some reason, we think that our initial thoughts are the best thoughts or maybe, we just don't want to invest any more energy or time into the document. Sometimes, our initial thoughts are the best. However, more times than not, they're not. Do you always have good punctuation or grammar when you write? Is your organization always perfect? If so, this lesson may not be for you!

If you are someone who takes pride in what you write and want to achieve results with your writing, this lesson is for you. Who is your favorite author? Have you ever thought about how he gets his document presentable for his reader? Writing is not an easy task. However, if you have gotten to the point where you believe your document is presentable for your **audience** or reader, there are still a few steps to go before you can celebrate completing your final draft.

[image: <http://www.istockphoto.com/photo/businessman-tossing-documents-gm474264764-65277273?st=2492dd0>]

In this lesson, you will learn steps to finalizing your draft. This lesson will discuss....

- Section One: Techniques for finding errors and lack of organization
- Section Two: Meeting the goals of a writing assignment
- Section Three: Implementing changes for your final draft

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#### Techniques for finding errors and lack of organization

##### Reflection Questions:

When do you determine your draft is final?

How many drafts do you write before you consider it is ready to submit?

Your final draft will be free of grammar, punctuation, spelling, and organizational errors. It should read nicely leaving your reader with a good impression of the issue or topic you are writing about.

There are four techniques that you can use to confirm that your writing is ready to present to your reader. These techniques are:

1. Knowing your audience, purpose, and **genre**, a specific style of writing.
2. Read your draft out loud slowly.
3. Have a tutor, a friend or an acquaintance that is a good writer, read the draft for you and participate in peer reviews if your course provides them.