

PAPER WRITING

☆ Divide the tasks into goals and work back from the due date.

Example:

<u>Goal:</u>	<u>By this date:</u>
Due date	2/14
Complete all revisions	2/13
Complete rough draft	2/11
Organize supports	2/9
Have thesis written	2/7
Decide on topic	2/5

☆ Select a topic and narrow it into a thesis statement.

Questions to ask yourself:

- Do I understand the assignment?
- What is my point?
- Is my topic too general? Too specific?
- Can I support my topic with examples and concrete evidence?

Ways to organize your thoughts:

- Brainstorm ideas and questions.
- Make a mind map to visually structure your thoughts.

☆ Things to keep in mind while writing:

Focus on content, not length.

- Take however long you need to say what you want to say, then stop writing!

Try not to focus on grades.

- Spending a long time writing is not a guarantee of a good grade.

☆ Things to keep in mind while revising:

Is my overall point clear?

Is there a pattern to the paper?

- Are my transitions smooth?
- Do I introduce and conclude the paper coherently?
- Do I stick to my thesis throughout the body of the paper?

Do I consider my audience?

- Are my word choices and organization appropriate?
- Do I assume too much about my reader's knowledge of the topic?
- Should I explain more? Less?

Have I supported my thesis with concrete evidence and examples?

- Do I have enough quotations/examples? Do I have too many?
- Do I analyze/interpret my examples and explain how they support my thesis?

Do my sentences flow smoothly?

Do my word choices make sense?

- Does that word I randomly chose from the thesaurus really capture the meaning I want to convey?
- Is my vocabulary too formal? Too informal?

Read your paper out loud, or have someone else read it to you. Does it make sense?