

Tips For Each Stage Of Writing

Prewrite

Use one of the following methods to explore the topic and create a thesis statement.

- List: Using bullet points, write down any thoughts that relate to the topic.
- Free write: Using sentences, write down any thoughts that relate to the topic.
- Brainstorm bubble: Using circles, write down any thoughts that relate to the topic.
- Ask questions: e.g., who, what, where, when, why, how.
- Use lenses: e.g., medical, social, legal, environmental, religious.

Outline

- Preliminary and detailed research are needed for the outline.
- Adapt the thesis to match the research findings.
- A strong outline will create a more effective writing experience.

Write

- Each topic represents a section of the paper; write one section at a time.
- Each paragraph is not an isolated point; each paragraph is a part of the whole. Make clear connections between your thesis, topic, development point, and proof.
- Strong connections create a more effective reading experience.

Introduction paragraph

1st section: General statements

- Purpose: To introduce the topic/create interest/prepare the reader
 - Use one or a combination of the following techniques: background information, story, analogy, quotation, question, statistic, key term/definition.

2nd section: Thesis statement

- Purpose: To announce the objective of your essay
 - Make it clear, specific, informative, and/or original.

Body paragraphs

Topic sentence: Write a sentence that tells what the paragraph is about and connect it to the thesis statement.

Supporting sentence/Development point: Explain an idea/theory/event about this topic.

Specific support/Proof: Support the idea with examples/facts/studies.

(Repeat the development and proof process for as long as necessary to support the topic.)

Concluding sentence (optional): Write a sentence that links the supporting sentences and topic to the thesis (do not include your specific support/proof in this sentence).

Conclusion paragraph

1st section: Summary of the thesis and topics

- Clearly connect the thesis to the topics.

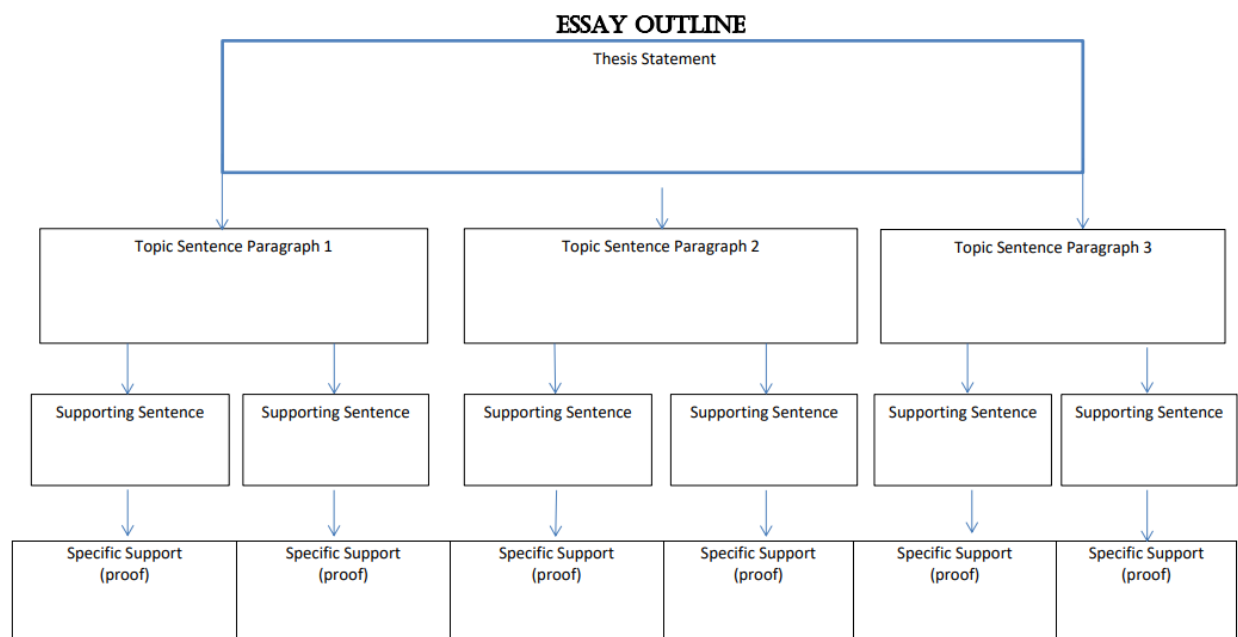
2nd section: Final comments

- Suggest or ask from the reader one or a combination of the following: awareness, actions, solutions, predictions, recommendations, consequences.

Edit (four stages)

1. Argument
 - Look at the presentation of the argument to ensure that you clearly state your objective and address order, development, and coherence.
2. Language rules - spelling, capitalization, grammar, syntax, and punctuation
 - Look for and correct errors in English language writing norms.
3. Citation
 - Examine and correct in-text citations (quotations, paraphrases, summaries) and reference page for proper citation style (e.g., APA, MLA, Chicago).
4. Overview
 - Review for flow of argument, use of language rules, and adherence to citation style.

(See the Writing Centre *Effective Editing* handout.)



References:

Oshima, A., & Hogue, A. (2006). *Writing academic English* (4th ed.). Pearson Education, Inc.

