

Tips for Each Stage of Writing

Prewrite

Use one of the following methods to explore the topic of the essay to move from topic, to focus, to thesis

- 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 findings
- *A strong outline will create a more pleasant writing experience*

Write

- Each topic represents a section of the paper; write one section at a time
- Each paragraph is not an isolated point; it is a part of the whole. Make clear connections between your thesis, topic, development point, and proof
- *Good connections = a good paper*

Introduction Paragraph

1st: 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, quote, question, statistic, key term/definition

2nd: 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 section is about
(make a connection between this topic and the thesis statement)

Supporting Sentence/Development Point: Explain the first 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: Summary of the Main Points

- Clearly connect the thesis to the topics

2nd: Final Comments

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

Proofread (four stages)

1. Argument (conduct this stage of editing on your computer)

- Look at the presentation of the argument and address order, repetition, transitions, clarity, and coherence

2. Spelling, Grammar, and Punctuation (conduct this stage of editing on a printed hard-copy and read your essay out loud)

- Look for errors in spelling, language rules, and punctuation

3. Overview (conduct this stage of editing on a printed hard-copy and read your essay out loud)

- Review for flow of argument and small mistakes in writing

4. Sources (conduct this stage of editing on your computer)

- Review in-text citations (quotes, paraphrases, summaries) and reference page for proper style (e.g., APA, MLA, Chicago)

