

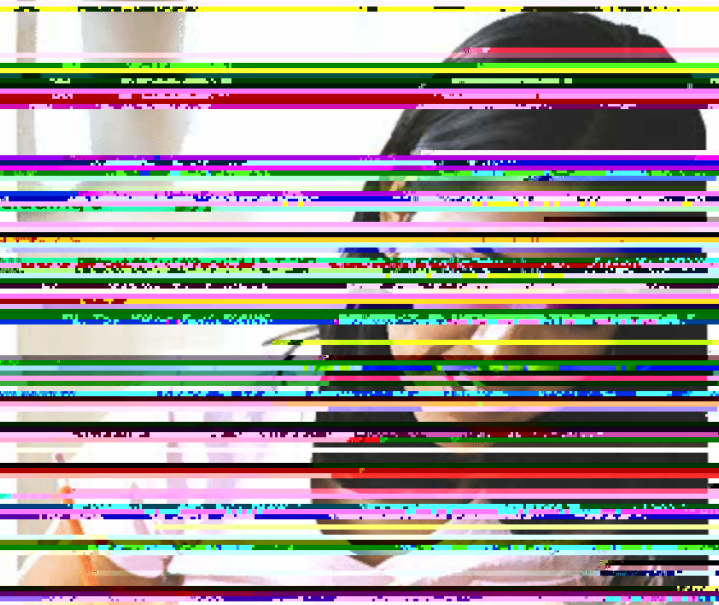
Writing Time

- ▶ **Organize your ideas**
Before you begin writing, make an outline or diagram of your ideas.
- ▶ **Write the first draft**
Find a place where you will be able to write the first draft of your writing.



clear and concise.

- ▶ **End with a summary**
End your writing with a summary or summarizes the main ideas.
- ▶ **Revise your writing**
Read your writing aloud to yourself or to a friend. If you find any parts that are unclear or need more explanation, revise them.
- ▶ **Make sure that your writing is clear and concise**
Make sure that your writing is clear and concise.



Writing Steps

Step 3 - Organize your ideas

Before you begin writing, make an outline or diagram of your ideas.

- ▶ put main ideas in the order you want to use
- ▶ write several supporting ideas for each main idea

Step 4 - Write the first draft

- ▶ find a place where you will be able to write the first draft of your writing
- ▶ don't worry about making mistakes while writing and get your ideas down

Step 5 - Revise your writing

Read your first draft out loud to yourself or to a friend. Then rethink, revise, and rewrite.

- ▶ add explanations
- ▶ rewrite anything that is unclear
- ▶ eliminate parts that aren't necessary
- ▶ vary your sentence structure
- ▶ correct spelling and grammar
- ▶ give it to someone else to read

Step 6 - Write the final draft

- ▶ make final changes
- ▶ turn in a neat, clean copy

The key to writing a good paper

plan, write, and revise

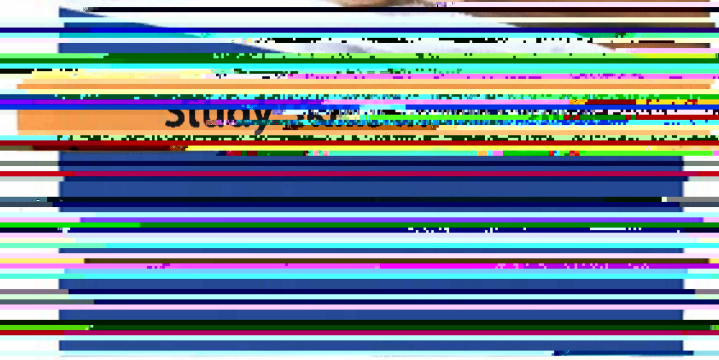


Study Skills

Writing a Paper

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Writing a Paper

- ▶ Do you ever feel overwhelmed when you have a paper to write?
- ▶ Do you skip class or do you study hard?
- ▶ Do you work hard in class but don't get good grades?

If you answered yes to any of the questions, you may want to work on improving your writing skills.

To succeed in school, you must be able to clearly communicate your thoughts and ideas.

When writing a paper, follow these six steps. Your paper will be better, and you are likely to get a higher grade.

- 1) Choose a topic
- 2) Gather information
- 3) Organize your ideas
- 4) Write a first draft
- 5) Rethink, revise
- 6) Write the final draft

There are several different types of papers.

They are:

Report or Essay

- ▶ A paper that informs
- ▶ Generally 1 - 4 pages in length
- ▶ Focuses on one topic, idea, or argument
- ▶ Includes facts and details

Research or Term Paper

- ▶ Examines a subject in depth
- ▶ Requires a great deal of research and documentation

Creative Writing

- ▶ A paper that tells a story
- ▶ Uses characters, plot, dialogue, and turns to convey a message

Thesis - An Argument or Research Paper

When you write a thesis, your paper is about one idea. You must explain, to prove your point, why you think that idea is important. Ask yourself, "What is the focus of this paper?"

The following six steps will help you write a paper.

1. Choose a topic that interests you and that you know something about.

2. Gather information from books, articles, and other sources.

3. Organize your ideas into a plan. Think about the main idea of your paper and how you will support it with facts and details.

4. Write a first draft. Don't worry about making it perfect. Just get your ideas down on paper.

5. Rethink, revise, and edit your paper. Ask yourself if your paper is clear and if you have provided enough information to support your main idea.

6. Write the final draft. Make sure you have proofread your paper and that you have followed all the instructions from your teacher.

Remember, writing a paper is not always easy. A library is still the best place to go for information.

Use 3 x 5 index cards to record information. Use 3 x 5 index cards to record information from routine resources.

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