

## TIPS FOR WRITING

- **Establish, narrow, and define your topic.**  
State your thesis or theme in a sentence or two at most
- **Define your audience.**  
Is it your instructor who grades you or a teaching assistant?  
Your classmates who will critique your work?  
A conference of professionals for review?
- **Plan ahead.**  
Set a time line and allow for unexpected developments and planned revision
- **Gather resources.**  
**People:** instructor, teaching assistant, research librarian, tutor, subject matter experts, professionals  
**References:** text book, reference works, web sites, journals, diaries, professional reports
- **Research:**  
Read, interview, experiment, gather data, take thorough notes and document sources. Either use index cards or a system in word processing.
- **Organize your notes with a prewriting exercise:**  
Focused free writing, brainstorming, mapping, and/or outlining
- **Write your first (rough) draft**  
Determine how you will develop your argument: Use good logic in a reasoned argument to develop the theme and/or support the thesis. Will you compare or define? Will you criticize or describe?

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