



HOW TO WRITE

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WHY LEARN ABOUT HOW TO WRITE?

- When you write, you expand your vocabulary and your thinking skills. You have to express yourself in a way that others can understand.
- Writing helps you to become a more logical thinker. Overtime, as you write, your thoughts will become more and more coherent.
- Writing is an essential part of admissions and scholarships. Some schools will ask you to write an essay on a particular topic to gain admission to the school. Knowing how to be a proficient writer will help you succeed in the long run.

THE FIRST STEP IN THE WRITING PROCESS

- When writing an essay or a research paper the first step is to pick a topic if you haven't been assigned one.
- Decide what you're interested in or maybe pick a topic that you have always been curious about so the writing process will be fun.
- Also, when deciding what topic you should write about, first decide whether your paper has the intention to inform or persuade.
- If you intend to inform, pick a topic you have previous knowledge about. If you intend to persuade, pick a topic you are passionate about. Just be sure you are interested in your topic.

THE SECOND STEP IN THE WRITING PROCESS

- The second step in writing is to make an outline of your ideas. By making an outline, you are organizing your thoughts. It is essential to do this to make your paper clear and understandable.
- When making an outline, first list your topic at the top of the page and then make a list of your main ideas from there. Under your main ideas, write smaller ideas that go along with your main ones.
- Your outline is the structure of your paper, so be specific and particular when making yours.

THE THIRD STEP IN THE WRITING PROCESS

- The third step in writing is to create a thesis statement. Your thesis statement must tell the readers what the point of your paper is.
- The first part of your thesis statement should be the topic and the rest should be the point of the paper.
- For example, if your writing about how high levels of alcohol consumption is bad for you, your thesis statement might be: “High levels of alcohol consumption have damaging effects on your health such as heart disease and liver and pancreas complications.”

THE FOURTH STEP IN THE WRITING PROCESS

- The fourth step in the writing process is to start writing your paper and to introduce it.
- The introduction of a paper introduces the topic in general and gives the readers an idea of what a paper is going to cover.
- The introduction should grab the reader's attention and leave them wanting to know more about your topic.
- Your thesis statement will be included in the introduction paragraph of your paper.

THE FIFTH STEP IN THE WRITING PROCESS

- The fifth step in writing is to write the body of your paper.
- The body of a paper describes and explains a topic.
- Use your outline to help you when you are writing the body.
- The body of your paper should be about 2-3 paragraphs long and should all the main ideas of your topic.

THE SIXTH STEP IN THE WRITING PROCESS

- The sixth step in the writing process is to write the conclusion of your paper.
- The conclusion should include a brief summary of the paper's main points.
- Your conclusion wraps up your paper and brings home the main point you are trying to make.
- In your conclusion, your thesis statement should be restated and evidence should be shown that you proved your thesis statement.
- Do not bring up new ideas in your conclusion.

THE SEVENTH AND FINAL STEP IN THE WRITING PROCESS

- After completing your paper, pay special attention to the small details such as punctuation. Re-read your paper many times to make sure you have used the correct punctuation throughout.
- Also, have someone else read your paper. They might be able to catch something that you didn't see.
- Lastly, check that your paper is in the right format if you were assigned one such as MLA, APA, or Chicago.