



How to Write

By Allison and Grace





If you want to change
the world,
pick up your pen and write.

– **Martin Luther King Jr.**



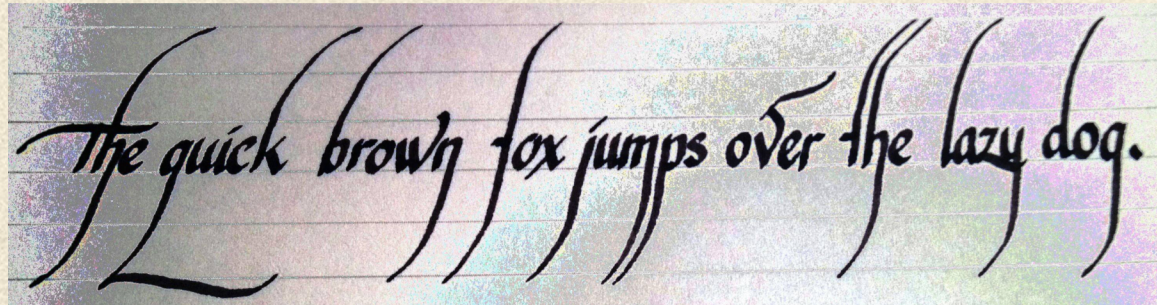
First, you need to know your alphabet,



then , how to spell words,



And, how to form words into sentences



How to Write...

01

An Essay

Or a paper in your career.

02

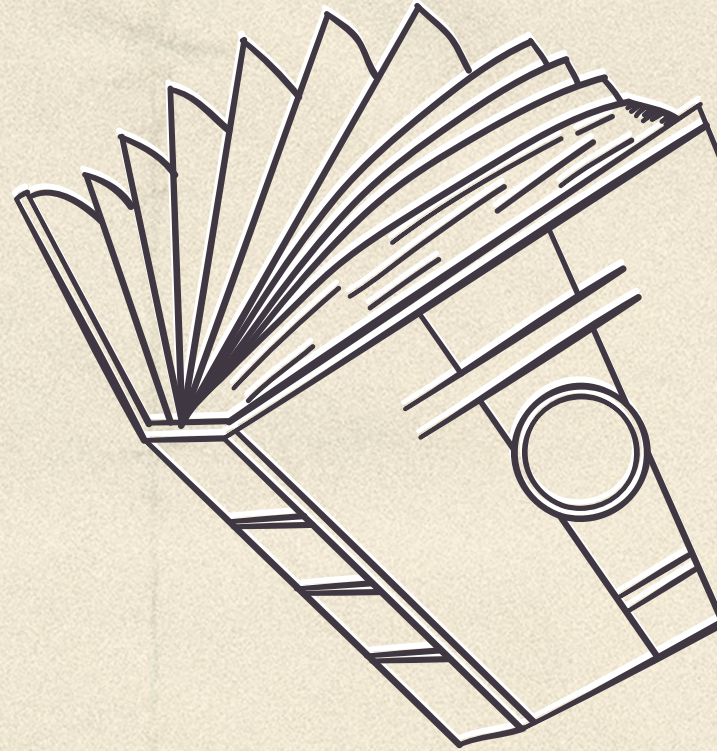
An Email

To your teacher, to a college, etc.

03

Resume

For your future job.





01

An Essay

An Essay

In your college career, you will need to know how to write many of these on a vast amount of topics but also might need it in your career.



Steps to Writing an Essay

01

Planning

Planning consist of making general plan of what you want to write about and where you want to put things in your essay. Then finding your resources to back you up.

02

Thesis and Introduction

The thesis is the main idea as the piece. The thesis statement will go in the last sentence of the introduction. Your introduction should catch the readers interest and set up your point for the thesis.

03

Content

The content consist of the main body paragraphs where you will prove and elaborate on your thesis. Remember to relate back all your points to the main idea so the paper stays consistent.

Evolution of the Alphabet

04

Conclusion

This is where you summarize and conclude your overall work. You should restate your thesis in a new way and wrap up all loose ends.

05

Work Cited

Work Cited shows where you got your sources so you do not plagiarize. Be sure you cite your work in the correct format.

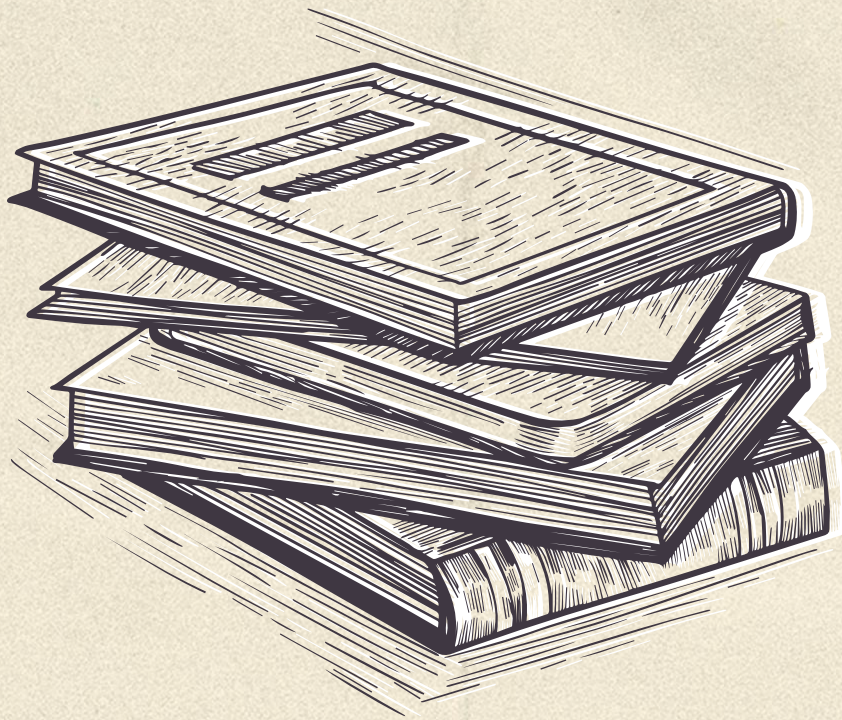


Example...



02

An Email



Steps to Writing an Email

First think about what information you are trying to communicate and who it is too.

Emails are very important in the business world and can help you gain respect.



Importance of Knowing the Who or What

Who

If it is to a teacher in college, automatically assume it is Dr... whomever, most of these people have Ph.D.

If it is to a boss, then used the utmost respect.

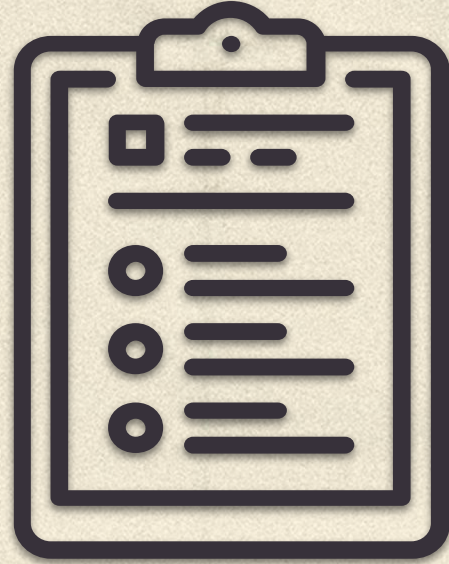
What

Make sure to include a bunch of detail toward the subject and to be as clear as possible.

Like if it is about a new program you want to instal, make sure to include why and the benefits to it.

03

A Resume



A Resume consists of...

Personal Information

This is your name, address, phone number, and email.

Education

This is where you put all your current and previous places of education and degrees.

This includes all previous experience in the field or just in jobs in general.

Experience

All your skills duh.

Skills

Most important part.

References

