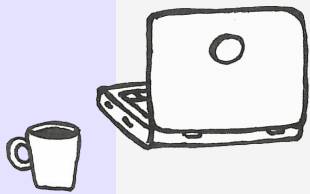


# TIPS FOR WRITING

## 1. PLAN

- read the assignment carefully: what is being asked (compare, evaluate, describe, interpret, etc.)
- break the assignment down into parts (finding sources, reading and taking notes, writing, etc.)
- familiarize yourself with the topic: sketch out your ideas, get them down on paper, gather source material
- create a rough outline (sketching it out on paper may help)
- make a schedule: mark your calendar when you will be working and plan what you will do at that time

Identify what the job requires and what you want: **what is enough for you?**



## 2. WORK

- create separate files for large projects (e.g. different sections of a thesis)
- divide shorter texts into sections (for example color coding)
- write in stages: outline – writing – review – new outline – writing – review, etc.
- print your text occasionally if necessary, use colors when proofreading; you can also listen to your text using MS Word's Read Aloud feature (Immersive Reader)
- compile a list of sources as you write and mark the sources immediately

You don't have to write the **chapters** in order. Start with the one that's easiest for you, for example.

**TAKE BREAKS** from work (e.g. Pomodoro)  
**HYDRATE YOURSELF**  
**MOVE** around during breaks  
**EAT WELL** - your brain needs nourishment  
**GET ENOUGH SLEEP**

## 3. FINISH

- compile separate files into one (e.g. the template you received from your educational institution, etc.)
- check the text: pay attention to the logic of the text, reasoning, and grammar
- check the sources and citations once more

**IF YOU GET STUCK...**  
- write freely - don't delete anything and let it rest overnight  
- use MS Word's dictation feature (imagine you are teaching someone else)

**SUBMIT YOUR WORK!** Once you have reviewed your text, return to the process and note what worked and what did not. Apply this experience to your next writing assignments.

**ENJOY**  
**your finished work and REWARD yourself!**

