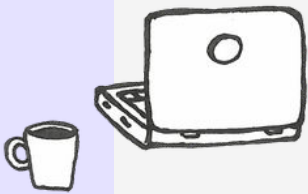


TIPS FOR WRITING

1. PLAN

- **Read the assignment** carefully. What is being asked? Compare, evaluate, describe, interpret...
- **Break the assignment down** into parts: finding sources, reading and taking notes, writing...
- **Familiarize** yourself with the topic: sketch out your ideas, get them down on paper and gather source material.
- Create a **rough outline**. Sketching it out on paper may help.
- Make a **schedule**: mark on your calendar when you will be working, and plan what you will do at that time.



Identify what the task 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**. Using color coding can help.
- Write in **stages**: outline → writing → review → new outline → writing → review etc.
- **Print out** 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 down 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.
- **Check the text**. Pay attention to the logic of the text, reasoning, and grammar.
- Check the **sources and citations** once more.

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.

IF YOU GET STUCK...
- Write freely. Don't delete anything and let the text rest overnight.
- Use MS Word's dictation feature: imagine you are teaching someone else.

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

