COLLEGE UNBOUND

WRITING GUIDE

Tips to support your writing process

GETTING STARTED

The goal: Get a clear sense of what you're being asked to create, so you can make decisions accordingly as you write your paper

Return to the assignment and thoroughly read over any and all directions and guidelines
- Are you clear on the topic/ purpose of writing this paper?
- Is there a particular style or structure (i.e. project proposal, informal reflection, persuasive essay) to follow?
- Are there any other parameters (i.e. word count) to keep in mind?
- When is this assignment due?

If you're unsure, reach out to your professor! Having clarity on your assignment ahead of time is key to saving time and stress later on.

THE BRAINSTORM

Now it's time to think about what you as the writer want to say! Use these questions to get clarity in your vision. Feel free to jot these down to help you think.

- Who is the audience for your writing?
- Why should they be interested in this topic?
- What do you hope your audience will take away?
- What do they already know about this topic?
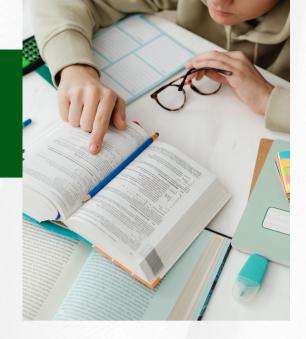- What might you need to explain?

(Source: Purdue tutor resources)

WRITING + REVISING

You're almost there! Here are a few things to consider as it comes together:

- Have you addressed your prompt?
- What is the takeaway of this essay? Is it clearly stated?
- Does it flow? Try reading it aloud! Don't be afraid to cut and move around sentences or even whole paragraphs
- Have you checked for typos?
- Have you properly cited your sources?
- Is the document formatted in a way that makes it easy to understand?
- Do all links to outside sources work? Note that links from google docs may not be viewable to others unless you've changed your sharing settings to allow anyone with the link to access

BUILDING AN OUTLINE

While your essay structure may vary based on the length and purpose of your essay, starting with a strong outline is an effective way to keep your writing clear organized .

A standard five paragraph essay usually contains the following:

- Introduction
- 1st Body Paragraph
- 2nd Body Paragraph
- 3rd Body Paragraph
- Conclusion

For more in depth guidance on crafting an outline, see the outline guide on the back of this sheet. You can also try out other structuring tools like a mind map.

GET ONE-ON-ONE SUPPORT

Looking for more? Reach out to CU's Writing Coach, Morgan De Lancy: morgan.delancy@collegeunbound.edu