

How to Break Down Writing Assignments into Chunks



1. Review the type of writing - Is it a research paper, personal writing, or summarizing something you have read. Look for key words such as compare, discuss, or share What do you need to do? Make a checklist.
2. List the task, create a time line- How long will this take, be reasonable
3. Gather resources-get book, notes or reliable resources online. Have the resources near you when writing.
4. Read and Highlight information- What is most important
5. Decide on a Thesis statement -what are you writing about, make sure to have a clear main idea or theme you are trying to get across.
6. Create an outline- a plan for writing make sure all parts of the task are addressed
7. Review the paragraphs needed- you should have a paragraph for each idea in your paper (you may have heard TREC in your English class - Topic sentence, relevant fact, Explanation, concluding statement)
8. Write the draft- if you break this step down into paragraphs and tackle paragraph by paragraph it may make the report easier.
9. REVIEW, REVISE, REREAD- Go over the paper, your 1st draft will always have some mistakes -TRUST ME, This step should be done at least 1 day prior to the due date to give time for some revisions.
10. Turn in the assignment on time!