**A BRIEF GUIDE TO WRITING**

Remember that the two basic goals in writing are to **make a point** and to **support that point**. Here are steps to follow while working on your paper:

**Step 1: Think about your topic by writing about it in one of three ways.**

* *Freewrite for ten minutes*. Write whatever comes into your head about your subject. Don’t worry about spelling or grammar. Jest get down on paper all the information that occurs to you.
* *Make up a list of ideas and details that could go into your paper*. Pile these items up, one after another, like a shopping list, without worrying about putting them in any special order.
* *Write down a series of questions and answers about your topic*. Your questions can start with words like *what, why, how, when*, and *where*.

**Step 2: Plan your paper with an informal outline.**

* First of all, decide on and write out the point of your paper.
* Then list the supporting reasons, examples, or other details that will back up your point. Try to have two or three items of support.

**Step 3: Use transitions.**

* Use your outline as a guide while writing the early drafts of your paper. Use transitions to introduce each of the separate supporting items (reasons, examples, or other details) you present to back up the point of your paper. Transitions include such words as *First of all, Secondly, Another reason* or *Another example*, and *Finally*.

**Step 4: Always read your paper aloud.**

* Chances are you’ll find grammar or punctuation mistakes at those places where the paper does not read smoothly and clearly. Make the corrections needed.