



Basic Writing Practice 8 Steps (Reference)

1. Interpret the topic

*Step one is to understand the requirements and goals of the proposed essay. You will learn to look for the **key terms** in an assignment and to **identify the requirements** of your essay.*

See Interpret the Topic (Workout B) for more information.

2. Focus the topic

*Step two is to decide what kind of approach you want to take and what kind of information you need. You will identify the **goal** and **scope** of your essay.*

See Focus the Topic (Workout C) for more information.

3. Think and learn

*Step three is to do all your research and critical thinking. You will draw together **all the information** you need for your essay.*

See Think and Learn (Workout D) for more information.

4. Organize information

*Step four is to **organize and group** all the information, and to think about relationships between all your ideas and research. You will decide how all your information fits together and what **headings or main categories** of ideas emerge.*

See Organize Information (Workout E) for more information.

5. Write a thesis statement

*Step five is to decide what your reader will learn when the essay is finished. Based on this, you will develop a **thesis statement**.*

See Write a Thesis Statement (Workout F) for more information.

6. Produce a detailed outline

*Step six is to outline all your ideas, thinking about **details and examples**. You will make sure that all your points are consistent with your **thesis statement**.*

See Produce a Detailed Outline (Workout G) for more information.

7. Write a draft

*Step seven is to write a first draft. When you write, you will make sure all your ideas link together with **effective transitions** and that you have enough support for these ideas.*

See Boot Camp 2 (Writing a Full Draft) for more information.

8. Edit and edit again

*Step eight is to go back and revise your paper, looking at the overall structure as well as the quality of the writing, including **paragraphs** and **sentences**.*

See Boot Camp 4 (Revising an Essay) for more information.
