

Effective Writing Techniques

BEFORE WRITING

- What's the occasion/purpose?
 - To share
 - To inform
 - To persuade
 - To entertain
- Who is my audience?
 - Size
 - Eminence
- Outline—Memory and Organization
- Develop a routine

DURING WRITING

Introductions

- What to include in introductions
 - The importance of the topic
 - Background information (history)
 - Anecdotes
 - Common ground (you and I)
 - Description (e.g., of the problem)
 - A thesis (what you are arguing)
- Keep it short

It may be helpful to skip the introduction and come back to it when you've finished the paper.

Conclusions

- Revisit the thesis (not re-state)
- Explain what will happen if your view isn't adopted
- Explain the significance of your main point
- Keep it short

Organization and Content

- Make sure that your memo, proposal, letter, or essay follows a natural, cohesive structure. Structure your paragraphs in terms of either chronology (first, second, third) or importance (most to least, or vice versa).
- Within paragraphs, go from old to new information.
- Use analogies, comparisons, and examples to emphasize your point.
- Be descriptive.
- Discuss past, present, and future (potential) outcomes (causes and effects).
- Vary your sentence structure.

Effective Writing Techniques

Pablo Logan



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