

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

MARK C. OVERTON



Effective Writing Techniques:

Effective Writing Techniques Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Effective Writing Techniques**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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