# 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)
  - Amecdates
  - 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

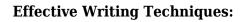
- Revisit the thesis (not re-state)
- · Explain what will happen if your view isn't adopted
- · Explain the significance of your main point
- Keep it short

#### 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**

Mike Jess



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