

# *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

**Mike Jess**



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