

8 Steps to Completing your Writing Assignment

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Writing is hard! It's even harder if you try to just sit down and write the final copy the first time. Instead, follow these 8 simple steps.

Step 1: Understanding the Assignment

- A) Read all the assignment instructions, circle key words and info
- B) Read the rubric for the assignment
- C) Write in your own words, what the assignment is asking you to do

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- D) How many words do you have to write? _____
 - E) When is it due? _____

Step 2: Research

- A) Read any required readings
- B) Do you need additional sources? If so, search for some sources. Pay attention to what kind of sources you need, can you use news articles? Or do you need peer-reviewed journal articles?
- C) Quickly read all the sources you find. Decide if they are appropriate.
- D) For each source, take notes using a fresh piece of paper, or a fresh page in Word. Record your thoughts and the source's information separately to avoid accidental plagiarism. Read your sources carefully and answer the following questions:
 - What is the article's main claim?
 - What are the main reasons given that support this claim?
 - What Economic theory does the article's arguments use?
 - Which arguments or facts can you use from this source?

Step 3: Analyze

3.1: Think about what you have seen in class

- A) Which models from your class could you use to think about these Economic issues? List at least two models
- B) What conclusions would you draw from each model?

3.2: Think about your other sources

- C) Think about how your different sources relate to each other. Do all of them agree?
- D) What is missing from what you have read?

3.3: Your arguments

- E) On a fresh piece of paper, write down two (or more) points of view.
- F) Write down a list of arguments for each point of view.
- G) For each argument, write down any assumptions or conditions need to hold in order for the argument to be true.

Step 4: Outline

A) What is your position?

B) What are the strongest arguments for your position?

C) What is the best counter-argument against your position?

D) What evidence can you use to support your arguments?

Step 5: Rough Draft

A) First, write your first argument into a body paragraph. Do so roughly. Don't worry about spelling, grammar or whether the language works well. Just get rough sentences written out.

B) Write out your second argument into a paragraph.

C) Write out any other arguments you have into body paragraphs. Again don't worry about the quality of writing at this stage.

D) Now write your conclusion in rough sentences.

E) Write a rough introduction. Now that you know what your assignment is about writing the introduction will be much easier.

Step 6: Revise

A) Read your first draft through. Does the order of thoughts make sense? Could you rearrange the paragraphs in a way that would be more natural to the reader?

B) Have you found evidence for each of your points? Can you prove to your reader that the world is the way you claim it to be?

Step 7: Edit

A) Go through your assignment carefully, fixing the grammar and spelling.

B) Make your sentences shorter, replacing big complicated words with simple ones.

Step 8: Proofread

A) Read through your assignment aloud, improving the language and correcting errors. Repeat until you have read it twice and found no new errors.

B) Print your assignment so a friend or relative can proofread it. They should be able to point out errors or tell you if something is unclear. They cannot fix these errors for you, but they will be able to see things that you have missed.