1. Write an introduction which condense you r whole argument. Take most of your time for introduction
2. Pursue a thesis that must be in the form of one of more sentence. Make sure your thesis is substantial
3. Use just the right words to capture the nuances of what you or your source means. Focus on key points, not just incidental ones. . If you deleted a particular sentence or paragraph, would it hurt your argument? Would it detract from your answer to the stated question? If not, delete it. All of it.
4. Don’t quote – paraphrase or summarize (but cite)
5. She talks a lot of saving space so focus on that a lot.
6. In short papers, avoid footnotes. Instead include brief references (in-text citation) like this: (132) OR (Work 132) for books, and (Work 12/1/2002) for lectures. Follow APA rules for more.
7. Give evidence that you are interacting deeply with the texts and lecture material along the lines of the stated question.
8. Use library resources
9. Work on grammar and style- read book “The elemets of style by Willimam struck and E.B white)
10. Write as much as the assignment requires.
    1. If short essay, use brevity, cut to the chase.
    2. If long essay, go deepers
11. Use time new roman, reasonable point size, margins and spacing.