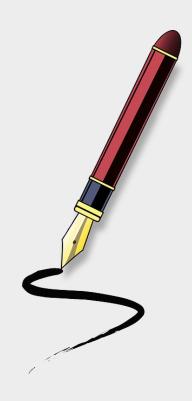# REPORT-WRITING TIPS

Always Write For An Audience

➢ Who gets it? How? When? What is the intended outcome?

➢ Are there gatekeepers? Will it be published somewhere? Read past reports there.

Fighting Procrastination

➢ Waiting to start will add stress and give you less time for revisions and feedback on your drafts

➢ Procrastination is due to not knowing what to write - make an outline and break things up

Writing Process

➢ In the beginning (draft 0), just write - editing is a waste of time

➢ Get feedback on draft 1 and have strong editing on the last draft