



TIPS FOR

Effective Writing

01 Start Writing Early

The earlier the better. Starts to reduce anxiety, beats procrastination, & gives you a chance to expand your mind.



02 Keep The Essay Question In Mind

Don't lose track of the question or task. Keep a copy in front of you as you draft, edit & work out your argument.

03

Try not to attempt to write an essay from start to finish, especially not in a single sitting

Begin with what you are ready to write—a plan, a few sentences or bullet points. Start with the body and work paragraph by paragraph.



04 Write the introduction and conclusion after the body.

Once you know what your essay is about, then write the introduction and conclusion.



05 Use 'signpost' words in your writing

Transition signals can help the reader follow the order and flow of your ideas.



06 Integrate your evidence carefully.

Introduce quotations & paraphrases with introductory phrases



07 Revise your first draft extensively

Make sure the entire essay flows and that the paragraphs are in a logical order.

08 Put the essay aside for a couple of days

This allows you to consider your essay and edit it with a fresh eye.

