

## **TREE**

To help me stay on topic when writing.

### **T**opic identification.

- Clearly identify the topic of the paper you are writing. Make sure that your title clearly reflects this topic.
- If you are selecting a topic for a paper, then make sure that it is a topic that is wide enough to get information on and not too wide that there will be too much information.
- If you are given a topic on which to write, then make sure that you understand it. If not, ask the teacher to fully explain it.

### **R**each to each paragraph.

- Examine each paragraph of the paper in relationship to the topic. Either do this as you write the paper, or do it after you have written the paper.
- Ask yourself why this paragraph is included in the paper and how the paper would be without this paragraph.
- If a paragraph does not seem to be related to the topic of the paper, then either drop it or change the content so it is more closely matched to the topic.

### **E**xamine each sentence in each paragraph.

- As you write each paragraph or after you have written a paragraph, read it and ask yourself if each sentence is related to the topic sentence of the paragraph.
- If a sentence does not seem to be related to the topic of the paragraph, then either drop it or try to change it so that it is related to the topic.

### **E**nd.

- Write a concluding paragraph or read the one that you have already written, and ask yourself if it summarizes the main ideas of the paper or comes to a conclusion based on the information presented in the paper.
- Make sure that you do not introduce any new information that has not been covered before.
- If the ending includes information that is not relevant, drop it to make it relevant.

