

## WRITING

# POWER

**“I have difficulty organizing my ideas when I write research papers and essays.”**

## **P**lan

- First start with a clear topic and know exactly what you want to write about.
- This is the prewriting stage where you gather all the information you will include in your paper.
- Brainstorm and list all the ideas you know about your topic.
- Make a list of ideas you need to get more information on.
- Gather the information from different sources, such as the internet and the library.
- Take notes on note cards. Write as much information as possible so that you do not have to go back later to get more information.
- Be sure to write complete references for all the information so that they can be included in a bibliography.

## **O**rganize

- Create an outline using the main ideas of your paper as the major headings.
- Write each of these main ideas on a large or different colored card.
- Arrange each of the note cards from the planning stage under each of the main idea cards.
- Arrange the note cards in order and number them.
- Complete your outline and fill in information under each of the main ideas using the note card arrangements that you made.

## **W**rite

- Use your outline as a guide for writing your paper.
- Do not pay attention to mistakes at this step. Just make sure that your paper includes all the ideas that you want and that these ideas are stated clearly.

## **E**dit

- Check all spelling, capitalization, punctuation, and grammar using the SCOPE strategy.
- Check whether your ideas are well stated by using the FAST strategy.
- It may be helpful to read your paper aloud as a way of checking for errors.

## **R**evise

